WESTERN PLACER UNIFIED SCHOOL DISTRICT
600 SIXTH STREET, SUITE 400,
LINCOLN, CALIFORNIA 95648
Phone: 916.645.6350 Fax: 916.645.6356

MEMBERS OF THE GOVERNING BOARD

Damian Armitage - President
Kris Wyatt – Vice President
Paul Long – Clerk
Brian Haley - Member
Paul Carras - Member

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
Gabe Simon, Assistant Superintendent of Personnel Services
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Kerry Callahan, Assistant Superintendent of Educational Services

	STUDENT ENROLLMENT		
School	**2015-16 CALPADS**	**9/1/2016**	**11/7/2016**
Sheridan Elementary (K-5)	66	67	70
First Street Elementary (K-5)	465	435	430
Carlin C. Coppin Elementary (K-5)	394	443	436
Creekside Oaks Elementary (K-5)	607	624	624
Twelve Bridges Elementary (K-5)	632	628	623
Foskett Ranch Elementary (K-5)	471	453	450
Lincoln Crossing Elementary (K-5)	645	659	658
Glen Edwards Middle School (6-8)	866	896	893
Twelve Bridges Middle School (6-8)	773	763	766
Lincoln High School (9-12)	1,735	1,839	1,824
Phoenix High School (10-12)	77	72	75
TOTAL	**6731**	**6,879**	**6,849**

SDC Pre-School
Foskett Ranch 17
First Street/LIP 62
Carlin C. Coppin 0

Parent Education
Continuing Educ. Classes

GLOBAL DISTRICT GOALS
-Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
-Foster a safe, caring environment where individual differences are valued and respected.
-Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
-Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.
-Promote student health and nutrition in order to enhance readiness for learning.

Western Placer Unified School District
Annual Organizational Board of Trustee Meeting
December 6, 2016, 7:00 P.M.
District Office/City Hall Building–3rd Floor Conference Room
600 Sixth Street, Lincoln, CA 95648

AGENDA

2016-2017 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

All Open Session Agenda related documents are available to the public for viewing at the Western Placer Unified School District Office located at 600 Sixth Street, Fourth Floor in Lincoln, CA 95648.

6:25 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. – 3rd Floor Conference Room

2. **COMMUNICATION FROM THE PUBLIC**

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2. Request forms for this purpose are located at the entrance to the Board Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

6:30 P.M.

3. **CLOSED SESSION** – WPUSD District Office – 4th Floor Overlook Room

3.1 CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services

3.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Twelve Bridges Area Property (APN(s): 008-043-006 & -007, 008-081-012, 329-020-041)

3.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

3.4 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release -
Public Employee #CE 16/17.5

7:00 P.M.

4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – District Office/City Hall Bldg. – 3rd Floor Conference Room

The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 ***Page 9*** **- CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services

4.2 ***Page 10*** **- CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Twelve Bridges Area Property (APN(s): 008-043-006 & -007, 008-081-012, 329-020-041)

4.3 ***Page 11*** **- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

4.4 ***Page 12*** **- PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release –
Public Employee #CE 16/17.5

5. REORGANIZATION OF THE BOARD OF TRUSTEES

As per Board Bylaw 9100 the Board shall hold an annual organization meeting within the time limits prescribed by law (Education Code 35143). At this meeting the Board shall:

5.1 ***Page 14*** **- Elect a President, Vice President, and Clerk from its Members**
~As per Education code 35143 and Board Bylaw 9100 the Board of Trustees shall hold an annual organizational meeting to elect a President, Vice President and Clerk from its members.

5.2 ***Page 20*** **- Appoint a Secretary to the Board**
~According to Board Bylaw 9122, the Superintendent shall act as Secretary of the Governing Board.

5.3 ***Page 22*** **- Authorization of Signatures**
~As per Board Bylaw 9100, the board of Trustees will authorize district officials as those who are authorized to sign district documents.

5.4 ***Page 23*** **- Develop a Schedule of Regular Meetings for the 2017 Year**
~The Board of Trustees must annually develop a schedule of regular meetings for the upcoming year.

5.5 ***Page 25*** **- Appoint Committee Assignments**
~The Board of Trustees will discuss committee assignments.

6. *Page 30-68* - CONSENT AGENDA

NOTICE TO THE PUBLIC
All items on the Consent Agenda will be approved with one motion, which is not debatable and requires a unanimous vote for passage. If any member of the Board, Superintendent, or the public, so request, items may be removed from this section and placed in the regular order of business following the approval of the consent agenda.

6.1 Certificated Personnel Report
6.2 Classified Personnel Report
6.3 Approval of Minutes for: November 1st & 15th, 2016
6.4 Approval of Warrants
6.5 Student Discipline Stipulated Expulsion Students #16/17-B, & #16/17-C
6.6 Ratification of Contract with All West Coachlines – Transportation Services to Santa Cruz & San Jose California for Lincoln High School
6.7 Ratification of Addendum between National University and the WPUSD
Roll call vote:

7. COMMUNICATION FROM THE PUBLIC

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2. Request forms for this purpose are located at the entrance to the Board Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

8. REPORTS & COMMUNICATION

- Lincoln High School Student Advisory – Janna McCoy
- Western Placer Teacher's Association – Tara McCroskey
- Western Placer Classified Employee Association – Mike Kimbrough
- Superintendent - Scott Leaman

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

Members of the public wishing to comment on any items should complete a yellow REQUEST TO ADDRESS BOARD OF TRUSTEES form located on the table at the entrance to the Board Meeting Room. Request forms are to be submitted to the Board Clerk before each item is discussed.

9.1 Information *Page 70* – CALIFORNIA'S NEW ACCOUNTABILITY SYSTEM - **Leehane** *(16-17 G & O Component V, IV)*
•California is rolling out a new accountability reporting system for districts and schools. The rollout is anticipated in late January with district performance only being reported. School-by-school performance is expected in late January 2018.

9.2 Action *Page 71* - DISTRICT VOTING REPRESENTATIVE - **Leaman** *(16-17 G & O Component V, IV)*
•Placer County Office of Education requires a voting representative from each district to vote on the Placer County Committee. The district Board of Trustees is required to select one voting representative from the current Board of Trustees.

9.3 Action *Page 73* - ADOPTION OF REVISED/NEW POLICIES/EXHIBITS/ REGULATIONS – **Leaman** *(16-17 G & O Component I, II, III, IV, V)*

•The District Policy Committee and Management Team have reviewed the following new and revised policies/regulations/exhibits as per CSBA. They are now being presented for adoption by the Board of Trustees.

- BP/AR 0450 Comprehensive Safety Plan
- AR 3516.3 Earthquake Emergency Procedure System
- BP/AR 3553 Free and Reduced Price Meals
- BP 3555 Nutrition Program Compliance

10. BOARD OF TRUSTEES

10.1 FUTURE AGENDA ITEMS

The following are a number of agenda items that the Board of Trustees has been monitoring. They are NOT action items for tonight's meeting, but are noted here for continuing purposes and to ensure that when there are changes or new information they will be called up as Action/Discussion/Information.

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update

10.2 BOARD MEMBER REPORTS/COMMENTS

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢**December 20, 2016** 7:00 P.M., Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3rd Floor Conference Room

12. ADJOURNMENT

Accommodating Those Individuals with Special Needs:
In compliance with the Americans with Disabilities Act, the Western Placer Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the Office of the Superintendent, at (916) 645-6350 at least 48 hours in advance of the meeting you wish to attend so that we may make every reasonable effort to accommodate you, including auxiliary aids or services.

Posted: 120216

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DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **District Office/City Hall Bldg. – Overlook Room (Fourth Floor)**
Date: **Tuesday, December 6, 2016**
Time: **6:30 P.M.**

1. LICENSE/PERMIT DETERMINATION

2. SECURITY MATTERS

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

4. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

6. LIABILITY CLAIMS

7. THREAT TO PUBLIC SERVICES OR FACILITIES

8. **PERSONNEL**
   - * PUBLIC EMPLOYEE APPOINTMENT
   - * PUBLIC EMPLOYEE EMPLOYMENT
   - * PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   - * **PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/DISMISSAL/ RELEASE**
   - * COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE

9. **CONFERENCE WITH LABOR NEGOTIATOR**

10. STUDENTS
    - * STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
    - * STUDENT PRIVATE PLACEMENT
    - * INTERDISTRICT ATTENDANCE APPEAL
    - * STUDENT ASSESSMENT INSTRUMENTS
    - * STUDENT RETENTION APPEAL, Pursuant to BP 5123
    - * DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION

1. **LICENSE/PERMIT DETERMINATION**
   - A. Specify the number of license or permit applications.
2. **SECURITY MATTERS**
   - A. Specify law enforcement agency
   - B. Title of Officer

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
   - A. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.
   - B. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.
   - C. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.

4. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
   - A. Name of case: specify by reference to claimant's name, names or parties, case or claim number.
   - B. Case name unspecified: specify whether disclosure would jeopardize service of process or existing settlement negotiations.
5. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
   - A. Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9 (if the agency expects to be sued) and also specify the number of potential cases.
   - B. Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 (if the agency intends to initiate a suit) and specify the number of potential cases.
6. **LIABILITY CLAIMS**
   - A. Claimant: specify each claimants name and claim number (if any). If the claimant is filing a claim alleging district liability based on tortuous sexual conduct or child abuse, the claimant's name need not be given unless the identity has already been publicly disclosed.
   - B. Agency claims against.
7. **THREATS TO PUBLIC SERVICES OR FACILITIES**
   - A. Consultation with: specify name of law enforcement agency and title of officer.
8. **PERSONNEL:**
   - A. **PUBLIC EMPLOYEE APPOINTMENT**
     - a. Identify title or position to be filled.
   - B. **PUBLIC EMPLOYEE EMPLOYMENT**
     - a. Identify title or position to be filled.
   - C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
     - a. Identify position of any employee under review.
   - D. **PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/DISMISSAL/RELEASE**
     - a. It is not necessary to give any additional information on the agenda.
   - E. **COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE, UNLESS EMPLOYEE REQUESTS OPEN SESSION**
     - a. No information needed
9. **CONFERENCE WITH LABOR NEGOTIATOR**
   - A. Name any employee organization with whom negotiations to be discussed are being conducted.
   - B. Identify the titles of unrepresented individuals with whom negotiations are being conducted.
   - C. Identify by name the agency's negotiator
10. **STUDENTS:**
    - A. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
    - B. **STUDENT PRIVATE PLACEMENT**
      - a. Pursuant to Board Policy 6159.2
    - C. **INTERDISTRICT ATTENDANCE APPEAL**
      - a. Education Code 35146 and 48918
    - D. **STUDENT ASSESSMENT INSTRUMENTS**
      - a. Reviewing instrument approved or adopted for statewide testing program.
    - E. **STUDENT RETENTION/ APPEAL**
      - a. Pursuant to Board Policy 5123
    - F **DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION**
      - a. Prevent the disclosure of confidential student information.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Bargaining Groups:
WPTA & CSEA Negotiations
Agency Negotiators:
Scott Leaman, Superintendent
Gabe Simon, Assistant Superintendent of Personnel Services
Audrey Kilpatrick, Assistant Superintendent Business and Operations
Kerry Callahan, Assistant Superintendent of Educational Services

AGENDA ITEM AREA:
Disclosure of action taken in closed session

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

Labor Negotiator will give the Board of Trustees an update on Western Placer Teachers Association & Classified Schools Employee Association Bargaining Groups.

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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DISTRICT GLOBAL GOALS
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4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustee will disclose any action taken in closed session in regard to Twelve Bridges Area Property (APN(s): 008-043-006 & 007, 008-081-012, 329-020-041)

RECOMMENDATION:

Administration recommends the Board of Trustee disclose action taken in closed session in regard to Real Property.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
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3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman, Superintendent
Kerry Callahan,
Assistant Superintendent of Educational Services

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to Case: Mark Babbin and CAL200, S.F. County Superior Court (Case No. CPF-15-514477.

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Existing Litigation.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:
Public Employee Discipline/Dismissal/Release

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Gabe Simon, Ed.D.
Assistant Superintendent of Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
Yes (Closed Session)

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to Employee # CE 16/17.5 Discipline/Dismissal/Release

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Employee #CE 16/17.5 Discipline/Dismissal/Release.

REORGANIZATION

OF

THE

BOARD OF TRUSTEES

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Elect a:
- President
- Vice President
- Clerk

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
District Superintendent

ENCLOSURES:
Board Bylaws 9100, 9121, 9123

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

Board Bylaw 9100 states the Board of Trustees shall hold an annual organization meeting within the time limits prescribed bylaw. Action will be taken to elect the following:

- President of the Board of Trustees
- Vice President of the Board of Trustees
- Clerk of the Board of Trustees

RECOMMENDATION:

Administration recommends the Board of Trustees hold its annual organization meeting and elects a President, Vice President and Clerk from among its members.

wp/rk/factformboardreoganization

ORGANIZATION

Annual Organizational Meeting

Each year, the Board of Trustees shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members

2. Appoint the Superintendent as secretary to the Board

3. Authorize signatures

4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters

5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

(cf. 9140 - Board Representatives)

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9230 - Orientation)
(cf. 9240 - Board Development)
(cf. 9320 - Meetings and Notices)
(cf. 9323 - Meeting Conduct)

ORGANIZATION (continued)

Election of Officers

The Board shall each year elect its entire slate of officers.

(cf. 9224 – Oath or Affirmation)

The election of Board officer shall be conducted during an open session of the annual organizational meeting.

Legal Reference:

EDUCATION CODE
5017 Term of Office
35143 Annual organizational meeting date, and notice
35145 Public meetings
GOVERNMENT CODE
54953 Meetings to be open and public; attendance
ATTORNEY GENERAL OPINIONS
68 Ops.Cal.Atty.Gen. 65 (1985)
59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

PRESIDENT

The Board of Trustees shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9100 - Organization)

The president shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time

2. Announce the business to come before the Board in its proper order

3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act

4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

5. Explain what the effect of a motion would be if it is not clear to every member

6. Restrict discussion to the question when a motion is before the Board

7. Rule on issues of parliamentary procedure

8. Put motions to a vote, and state clearly the results of the vote

9. Be responsible for the orderly conduct of all Board meetings

(cf. 9323 - Meeting Conduct)

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board

2. Consulting with the Superintendent or designee on the preparation of the Board's agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Working with the Superintendent to ensure that Board members have necessary materials and information

PRESIDENT (continued)

4. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)

6. Representing the district as governance spokesperson, in conjunction with the Superintendent

(cf. 1112 - Media Relations)

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

Legal Reference:
EDUCATION CODE
35022 President of the board
35143 Annual organizational meetings; dates and notice
GOVERNMENT CODE
54950-54963 Ralph M. Brown Act

Management Resources:
CSBA PUBLICATIONS
Board Presidents' Handbook, revised 2002
CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996
WEB SITES
CSBA: http://www.csba.org

CLERK

The Board of Trustees shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)

(cf. 9100 - Organization)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of district as directed by the Board.
4. Serve as presiding officer in the absence of the president and vice president

(cf. 9121 - President)

5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

Legal Reference:

EDUCATION CODE
17593 Repair and supervision of property (duty of district clerk)
35038 Appointment of clerk by county superintendent of schools
35039 Dismissal of clerk
35121 Appointment of clerk in certain city and high school districts
35143 Annual organizational meetings
35250 Duty to keep certain records and reports
38113 Duty of clerk (re provision of school supplies)
GOVERNMENT CODE
54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS
CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996
WEB SITES
CSBA: http://www.csba.org

Bylaw
adopted: September 4, 2007
revised: September 16, 2014

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Appoint a Secretary to the Board of Trustees

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Board of Trustees

ENCLOSURES:
Board Bylaws 9122

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

Board Bylaw 9100 states the Board of Trustees shall hold an annual organization meeting within the time limits prescribed bylaw. Action will be taken to appoint a Secretary to the Board of Trustees. According to Board Bylaw 9122, the Superintendent shall act as Secretary of the Governing Board.

RECOMMENDATION:

Administration recommends the Board of Trustees appoint Superintendent Scott Leaman as Secretary of the Board.

wp/rk/factformappointsecretary

SECRETARY

The Board of Trustees shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda

(cf. 9322 - Agenda/Meeting Materials)

2. Record, distribute and maintain the Board minutes

(cf. 9324 - Minutes and Recordings)

3. Maintain Board records and documents

4. Conduct official correspondence for the Board

5. As directed by the Board, sign and execute official papers

6. Perform other duties as assigned by the Board

(cf. 2111 - Superintendent Governance Standards)

Legal Reference:

EDUCATION CODE
35025 Secretary and bookkeeper
35143 Annual organizational meetings; dates and notice
35250 Duty to keep certain records and reports
GOVERNMENT CODE
54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS
CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996
WEB SITES
CSBA: http://www.csba.org

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
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4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Authorization of Signatures

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
District Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

Board Bylaw 9100 state the Board of Trustees shall hold an annual organization meeting within the time prescribed by law. As per Board Bylaw 9100, the Board of Trustees will authorize district officials as those who are authorized to sign district documents. Those officials are:

- Scott Leaman, District Superintendent
- Kerry Callahan, Assistant Superintendent of Educational Services
- Audrey Kilpatrick, Assistant Superintendent of Business & Operations
- Gabe Simon, Assistant Superintendent of Personnel Services
- Carrie Carlson, Director of Business Services

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees approve the above listed as authorized signers.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
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SUBJECT:
Develop a Schedule of Regular Meetings of 2017

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

Board Bylaw 9100 states the Board of Trustees must annually develop a Schedule of regular meetings for the upcoming year.

RECOMMENDATION:

Administration recommends the Board of Trustees adopt the 2017 Board of Trustee meeting schedule.

wp/rk/factform

BOARD OF TRUSTEE MEETING SCHEDULE FOR 2017

The Board of Trustees Meet the First and Third Tuesday of each Month
All Meetings begin at 7:00 p.m.

First meeting of the month will be held at the WPUSD District Office/City Hall Building, 3rd Floor Conference Room, the Second meeting of the month is usually designated to a school site, on a every other month basis, see "Second Meeting of Month" schedule below

JANUARY Tuesday, January 17, 2017	**JULY** NO FORMAL MEETINGS SCHEDULED FOR JULY (WORK STUDY SESSION AS NEEDED)
FEBRUARY Tuesday, February 7, 2017 Tuesday, February 21, 2017	**AUGUST** Tuesday, August 1, 2017 Tuesday, August 15, 2017
MARCH Tuesday, March 7, 2017 Tuesday, March 21, 2017	**SEPTEMBER** Tuesday, September 5, 2017 Tuesday, September 19, 2017
APRIL Tuesday, April 4, 2017 Tuesday, April 18, 2017	**OCTOBER** Tuesday, October 3, 2017 Tuesday, October 17, 2017
MAY Tuesday, May 2, 2017 Tuesday, May 16, 2017	**NOVEMBER** Tuesday, November 7, 2017 Tuesday, November 21, 2017 *(Thanksgiving Week, Nov. 20-24)*
JUNE Tuesday, June 6, 2017 Tuesday, June 20, 2017 (Public Hearing & Budget Adoption by 6/30/17)	**DECEMBER** Tuesday, December 5, 2017 Tuesday, December 19, 2017 *(Winter Break, TBD)*

Adopted:

h:wpfiles\board\17calendar

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
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SUBJECT:
Committee Assignments

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 201

ROLL CALL REQUIRED:
No

BACKGROUND:

Board of Trustees will assign following committee assignments.

- Education Foundation (2)
- Farm Foundation (2)
- Wellness Committee (1)
- Board Policy (1)
- School Committee (Collaborative Planning Group) (2)

RECOMMENDATION:

Administration recommends the Board of Trustees accept committee assignments.

wp/rk/factform

BOARD COMMITTEES

The Board of Trustees may establish a committee whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representatives and Deliberative Groups)
(cf. 9140 - Board Representatives)

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board president, subject to Board approval.

(cf. 9121 - President)

The Superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

Any committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary.

Committee Meetings

Unless otherwise exempted by law, Board-created committees shall provide public notice of their meetings and conduct meetings in accordance with Government Code 54950-54963 (the Brown Act).

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

However, Board subcommittees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees.

BOARD COMMITTEES (continued)

Standing committees of the Board, irrespective of membership, are those that have a continuing subject matter jurisdiction or a meeting schedule established by action of the Board. (Government Code 54952)

Standing committees with a continuing subject matter jurisdiction include but are not limited to those responsible for providing advice on budgets, audits, Board policy, contracts and personnel matters at the Board's request.

(cf. 3100 - Budget)
(cf. 3430 - Investing)
(cf. 9310 - Board Policies)

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Whenever any advisory or standing committee, including a committee not otherwise subject to the Brown Act, posts a meeting agenda at least 72 hours in advance of the meeting, that meeting shall be considered as a regular meeting of the Board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code 54954)

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the Board.

(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference: (see next page)

BOARD COMMITTEES (continued)

Legal Reference:

EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
35024 Executive committee
35160 Authority of governing boards
35160.1 Broad authority of school districts
GOVERNMENT CODE
54950-54963 The Brown Act, especially:
54952 Legislative body, definition
54952.2 Definition of meeting
54954 Time and place of regular meetings; special meetings; emergencies
54954.3 Opportunity for public to address legislative body
54957 Closed session purposes
COURT DECISIONS
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781
ATTORNEY GENERAL OPINIONS
81 Ops.Cal.Atty.Gen. 156 (1998)
80 Ops.Cal.Atty.Gen. 308 (1997)
79 Ops.Cal.Atty.Gen. 69 (1996)

Management Resources:

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 2009
WEB SITES
CSBA: http://www.csba.org
National School Boards Association: http://www.nsba.org

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:
Certificated Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Gabe Simon GS
Assistant Superintendent of Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
Categorical/General

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:

BACKGROUND:

The Board of Trustees will take action to approve the certificated personnel report.

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

December 6, 2016

CERTIFICATED/MANAGEMENT

RESIGNATIONS:

1.

Name:	**Courtney Eller**
Position:	**Science Teacher**
FTE:	**1.0**
Effective Date:	**January 2, 2017**
Site:	**Glen Edwards Middle School**

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
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SUBJECT:
Classified Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Gabriel Simon GS
Assistant Superintendent of Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund/Categorical

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:

BACKGROUND:

The Board of Trustees will take action to approve the classified personnel report.

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT

December 6, 2016

CLASSIFIED/MANAGEMENT

NEW HIRES:

1. Name: Maria Diremeyer — Effective: 11/30/16
   Position: Campus/Café Supervisor — Site: Twelve Bridges Elementary
   Salary: CSEA, Range 13, Step A
   Hours: 1 Hours/5 Days a week
   Days: 10 Months/Year

2. Name: Samuel Peters — Effective: 11/28/16
   Position: Campus/Café Supervisor — Site: Twelve Bridges Elementary
   Salary: CSEA, Range 13, Step A
   Hours: 1.5 Hours/5 Days a week
   Days: 10 Months/Year

ADDITIONAL POSITION:

1. Name: Mary Tribur — Effective: 11/10/16
   Position: Paraprofessional Aide — Site: Carlin C. Coppin Elementary
   Hours: 3.75 Minutes/5 Days a week — Replacement
   Days: 10 Months/Year

2. Name: Sandra Yoder — Effective: 11/10/16
   Position: Campus/Café Supervisor — Site: Lincoln Crossing Elementary
   Hours: 30 Minutes/5 Days a week — Replacement
   Days: 10 Months/Year

RESIGNATION:

1. Name: Leslee Griffith
   Position: Campus/Café Supervisor
   Site: Creekside Oaks Elementary
   Hours: 1.84 Hours/5 Days a week
   Effective: 11/18/16

2. Name: Maha Peterson
   Position: Cafeteria Site Cashier
   Site: Foskett Ranch Elementary
   Hours: 3.5 Hours/5 Days a week
   Effective: 11/13/16

2. Name: Mary Tribur
   Position: Campus/Café Supervisor
   Site: Carlin C. Coppin Elementary
   Hours: 2 Hours/5 Days a week
   Effective: 11/09/16

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

DISTRICT GLOBAL GOALS

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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Approval of Minutes:
- November 1 & 15, 2016 Regular Board of Trustee Meeting

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will consider adoption of the following minutes:

- November 1, 2016 Regular Board of Trustee Meeting
- November 15, 2016 Regular Board of Trustee Meeting

RECOMMENDATION:

Administration recommends the Board of Trustees take action to approve minutes.

wp/rk/factform

Western Placer Unified School District
Regular Meeting of the Board of Trustees
November 1, 2016, 7:00 P.M.
WPUSD District Office/City Hall Building–3rd Floor Conference Room
600 Sixth Street, Lincoln, CA 95648

MINUTES

2016-2017 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

All Open Session Agenda related documents are available to the public for viewing at the Western Placer Unified School District Office located at 600 Sixth Street, Fourth Floor in Lincoln, CA 95648.

Board Members Present:
Damian Armitage, President
Kris Wyatt, Vice President
Paul Long, Clerk
Brian Haley, Member
Paul Carras, Member

Others Present:
Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business Services
Gabe Simon, Assistant Superintendent of Personnel Services
Rosemary Knutson, Secretary to the Superintendent
Janna McCoy, LHS Student Advisory
Carol Percy, Lincoln News Messenger

6:15 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. – 3rd Floor Conference Room

2. **COMMUNICATION FROM THE PUBLIC**
There was no communication from the public

6:20 P.M.

3. **CLOSED SESSION** – WPUSD District Office – 4th Floor Overlook Room

3.1 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services

3.2 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Twelve Bridges Area Property

3.3 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

3.4 **PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release
Public Employee – CE.5

7:00 P.M.

4. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – District Office/City Hall Bldg. – 3rd Floor Conference Room
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 ***Page 9*** **- CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services

No action was taken

4.2 ***Page 10*** **- CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Twelve Bridges Area Property

No action was taken

4.3 ***Page 11*** **- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

No action was taken

4.4 ***Page 12*** **- PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release -
Public Employee – CE.5

Mr. Long reported the board took action in closed session to approve Resolution No. 16/17.12 which authorizes the Notice of Intention to Dismiss and Statement of Charges for the dismissal of Certificated Employee CE-5. The charges for dismissal are pursuant to Education Code section 44932. It was a 5-0 roll call vote in closed session.

5. ***Page 14 - 99*** **- CONSENT AGENDA**
5.1 Certificated Personnel Report
5.2 Approval of Minutes for: October 4 & 18, 2016 Regular Board of Trustee Mtg.
5.3 Approval of Warrants
5.4 Ratification of Contract with Best Western Diamond Bar Hotel & Suites and Lincoln High School

5.5 Ratification of Contract with Holiday Inn Express Hotel & Suites and Lincoln High School
5.6 Ratification of Contract with Shady Creek Outdoor School and Sheridan Elementary School
5.7 Ratification of Contract with Best Western Plus Irvine Spectrum Hotel and Lincoln High School
5.8 Report of Disclosure Requirements for Quarterly Reports of Investments
5.9 Ratification of Contract with Balfour and Lincoln Crossing Elem. School
5.10 Overnight Field Trips

Motion by Mrs. Wyatt, seconded by Mr. Carras, and passed by a 5-0 *(**Ayes:** Long, Haley, Carras, Wyatt, Armitage **No:** None)* roll call vote to approve consent agenda as presented.

6. COMMUNICATION FROM THE PUBLIC

There was no communication from the public

7. REPORTS & COMMUNICATION

➢Lincoln High School Student Advisory, Janna McCoy shared the following:
- School play begins this week
- Last home football game
- Helping out at the polling booth.

➢Western Placer Teacher's Association, Tara McCroskey was not present
➢Western Placer Classified Employee Association, Mike Kimbrough had no report
➢Superintendent, Scott Leaman shared the following:
- Next board meeting will be at Foskett Ranch
- Glad to see Phoenix and Atlas staff
- Handed out Halloween candy yesterday with the city
- Trustee dinner will be held on November 14th at Catta Verdera
- Education Foundation grant notices were sent out today.
- Spoke at the Government relations meeting on October 25th.
- Scheduled architect interviews for November 30th, there will be six people on the panel. Paul Carras and Paul Long would like to be on the panel.
- Shooting at McDonalds, all staff sprang into action when it happened. LHS had counselors on hand for the students that were at the shooting. Our resource officer was with the students during that time.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Information *Page 101* – **2015-2016 SMARTER BALANCED ASSESSMENT (SBAC) RESULTS – Leehane** *(16-17 G & O Component I, II, III, IV, V)*

•We have received and analyzed our 2015-2016 SBAC results in English Language Arts and Math for grades 3-8 and 11. A summary and analysis of the results will be presented during the board meeting.

Kathleen Leehane presented a power point on assessment results. She reviewed the SBAC scores in English and Math.

8.2 Information *Page 102* – **ATLAS LEARNING ACADEMY – Callahan** *(16-17 G & O Component I, II, III, IV, V)*

- In August, 2016 ATLAS Learning Academy opened its doors to serve students through a hybrid, independent study model. The program was developed in an effort to provide enhanced learning options for students in our community and surrounding areas with an emphasis on outdoor learning.

Kerry Callahan introduced staff from the Atlas Learning Academy, Adam Salinger, and Clint Nelson, Chuck Whitecotton, and student Brigham Cheshire. She introduced Independent study teacher, Adam Salinger, who shared presented a power point on ATLAS. Which included the development of the ATLAS classroom, along with the gear that was purchased to allow students to take outdoor trips. Clint also highlighted trips that were taken and thanked the staff for helping get this program off the ground. They talked about the Motto and Vision of ATLAS, and reviewed the five core beliefs. Brigham Cheshire, is co student between LHS and ATLAS, he shared ATLAS experiences. Currently ATLAS has 18 students between the ages of 5 through 18.

8.3 Discussion/ Action *Page 103* – **SUNSHINE FOR NEGOTIATIONS REGARDING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN WESETERN PLACER UNIFIED SCHOOL DISTRICT AND THE WESTERN PLACER TEACHER'S ASSOCIATION – Simon** *(16-17 G & O Component I, II, III, IV, V)*

- Pursuant to Government Code section 3547, all proposals of the recognized employee groups and the District must be presented at a public meeting of the District. This is commonly referred to as the "Sunshining" the proposals.

Gabe Simon presented the sunshine for approval. Motion by Mr. Wyatt, seconded by Mr. Haley, and passed by a 5-0 *(Ayes: Armitage, Carras, Haley, Long, Wyatt No: None)* vote to approve Sunshine for negotiations regarding the Collective Bargaining Agreement between Western Placer Unified School District and the Western Placer Teacher's Association.

8.4 Action *Page 105* – **APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF LINCOLN AND WESTERN PLACER UNIFIED SCHOOL DISTRICT – ADMINISTRATIVE BUILDING – Kilpatrick** *(16-17 G & O Component I, II, III, IV, V)*

- The District and the City of Lincoln (City) entered into a Joint Use Agreement on February 14, 2006, as amended and restated in a subsequent agreement entered into a January 18, 2008 relating to the construction and their mutual use of a public administrative building.

Mr. Leaman shared that the city approached the school district for a new MOU due to the facilities use agreement because of their refinancing, which will help the city save money. Legal reviewed the MOU and had a minor change, with that, the MOU must come before the board for approval. Motion by Mr. Carras, seconded by Mr. Long, and passed by a 5-0 *(Ayes:*

Armitage, Carras, Haley, Long, Wyatt ***No:*** *None)* vote to approve the revised MOU with the City.

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

The following are a number of agenda items that the Board of Trustees has been monitoring. They are NOT action items for tonight's meeting, but are noted here for continuing purposes and to ensure that when there are changes or new information they will be called up as Action/Discussion/Information.

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update

9.2 BOARD MEMBER REPORTS/COMMENTS

Mrs. Wyatt asked how the information of ATLAS will get out to parents.
Kerry Callahan shared we advertised outside of Lincoln. Maximum student count for the ATLAS will be 39 students. The district's goal is to offer an alternative.
Mr. Carras thanked Kathleen for a clear report
Mr. Haley test score update and ATLAS presentation was great
Mr. Long great board meeting, enjoyed the Atlas presentation
Mr. Armitage was appreciative for the test report and the ATLAS presentation.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):
➢**November 15, 2016** 7:00 P.M., Regular Meeting of the Board of Trustees – Foskett Ranch Elementary School

11. ADJOURNMENT

There being no further business, the meeting was adjourned at

Damian Armitage, President

Paul Long, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:
Ayes:
Noes:
Absent:

BOARD BYLAW 9320: Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1

Western Placer Unified School District
Regular Meeting of the Board of Trustees
November 15, 2016, 7:00 P.M.
Foskett Ranch Elementary School – Multipurpose Room
1561 Joiner Parkway, Lincoln, CA 95648

MINUTES

2016-2017 Goals & Objectives (G & O) for the Management Team: **Component I:** Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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Board Members Present:
Damian Armitage, President
Kris Wyatt, Vice President
Paul Long, Clerk
Brian Haley, Member
Paul Carras, Member

Others Present:
Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business Services
Kerry Callahan, Assistant Superintendent of Educational Services
Gabe Simon, Assistant Superintendent of Personnel Services
Rosemary Knutson, Secretary to the Superintendent
Kelly Castillo, Foskett Ranch Principal
Janna McCoy, LHS Student Advisory
Carol Percy, Lincoln News Messenger

6:15 P.M. START

1. **CALL TO ORDER** – Foskett Ranch Elementary School – Multipurpose Room

2. **COMMUNICATION FROM THE PUBLIC**
   No communication from the public.

6:20 P.M.

3. **CLOSED SESSION** – Foskett Ranch Elementary School Office – Conference Room
   - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**
     Bargaining groups: WPTA & CSEA Negotiations
     Agency Negotiators:
     ~Scott Leaman, Superintendent
     ~Gabe Simon, Assistant Superintendent of Personnel Services
     ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
     ~Kerry Callahan, Assistant Superintendent of Educational Services

3.2 **CONFERENCE WITH REAL PROPERTY NEGOTIATO-R**
Twelve Bridges Area Property (APN(s): 008-043-006 & -007, 008-081-012, 329-020-041)

3.3 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

3.4 **PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release

7:00 P.M.

4. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – Twelve Bridges Middle School – Multipurpose Room
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 ***Page 9*** **- CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services

No action was taken

4.2 ***Page 10*** **- CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Twelve Bridges Area Property (APN(s): 008-043-006 & -007, 008-081-012, 329-020-041)

No action was taken

4.3 ***Page 11*** **- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

No action was taken

4.4 ***Page 12*** **- PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release

No action was taken

5. ***Page 14*** **– SPECIAL ORDER OF BUSINESS**
Foskett Ranch Elementary School will be featured

Mr. Leaman introduced Mrs. Castillo, Foskett Ranch Elementary Principal. Mrs. Castillo introduced Mr. Derek Bancroft from the PTC, he shared that they will be having their annual crab feed, and what they are spending the money on. Recognition Certificates were

handed out to students. Carol Anderson presented the student leadership team. They shared their roles and experiences with school spirit. The students shared their focus on student projects, like collecting can food for Lions Club, collecting items for the Salt Mine, pennies for patients, and collecting socks and gloves for the homeless. Ms. Anderson also shared that she has service organizations come and speak to the students. Leadership passes out tickets when students are wearing school colors. Carol Anderson shared the Youth Development Program has been great, which include students doing ice breakers.

6. ***Page 17 - 50*** **- CONSENT AGENDA**

6.1 Classified Personnel Report
6.2 Student Discipline Stipulated Expulsion – Student #16/17-A
6.3 Ratification of Contract with Shady Creek Outdoor School and First Street Elementary.
6.4 Approve Agreement for Fiscal Budget Services between School Services of California, Inc., and WPUSD
6.5 Ratification of Contract with Shady Creek Outdoor School and Carlin C. Coppin Elementary.
6.6 Ratification of Contract with Youth Development Network
6.7 Ratification of Contract with Shady Creek Outdoor School and Twelve Bridges Elementary.
6.8 Ratification of Contract with All West Coachlines – Transportation Services to Exploratorium for First Street School.
6.9 Acceptance of Glen Edwards Middle School Portable Classrooms Addition Project and Approval of Notice of Completion

Motion by Mr. Carras, seconded by Mr. Haley and passed by a 5-0 *(**Ayes:** Long, Haley, Carras, Wyatt, Armitage **No:** None)* roll call vote to approve consent agenda as presented.

7. **COMMUNICATION FROM THE PUBLIC**

No communication from the public

8. **REPORTS & COMMUNICATION**

➢Lincoln High School Student Advisory, Janna McCoy shared the following:
- A lot of students are upset about parking situation, it is causing student tardiness, would like to see a solution
- College spirit week, this week, students are dressing up
- Baby goats were born out at the farm this week.
- The "Angry Men" school play had a great turnout
- Football team made playoff, but lost their game on Friday
- Her sister Alyssa McCoy is, two time Miss California High School, once in Junior High, and now in High School.

➢Western Placer Teacher's Association, Tara McCroskey had no report
➢Western Placer Classified Employee Association, Mike Kimbrough, Gus Nevarez was present for CSEA and had no report.
➢Superintendent, Scott Leaman shared the following:
- Exciting couple of weeks

- We will have Thanksgiving break office hours next week, 10:00 to 2:00 p.m.
- Great to be at Foskett Ranch tonight
- Had the pleasure speaking to SIRS, a retired service organization, he talked about Measure A
- Measure A and N is progressing, going to be a bumpy 18 months, but will be a nice project.
- Meeting with architect planning of the new high school. Also starting a project on Lincoln Crossing South
- Tom Torkelson visited Creekside Oaks Elementary, he had a great visit
- Blackhawk helicopter landed at TBE, the kids were excited.
- He is grateful to be Superintendent in this district, and is very thankful
- Scott presented Paul Long with a 35 year pin for his years of service to WPUSD.

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

9.1 Action *Page 52* – **2016-2017 SINGLE PLANS FOR STUDENT ACHIEVEMENT – Callahan** *(16-17 G & O Component I, II, III, IV, V)*

•Pursuant to California Education Code (EC) Section 64001 and the federal Elementary and Secondary Education Act (ESEA) schools that receive state and federal funds through the Consolidated Application and Reporting System (CARS) and ESEA Program Improvement funds consolidate all school plans into the Single Plan for Student Achievement (SPSA).

Elementary:
http://www.wpusd.k12.ca.us/documents/SCHOOL%20BOARD/School%20Board%20Folder/Elementary%20SPSAs%202016-17-2.pdf

Secondary:
http://www.wpusd.k12.ca.us/documents/SCHOOL%20BOARD/School%20Board%20Folder/Secondary%20SPSAS%202016-17-1.pdf

Kerry Callahan presented SPSA plans for approval. Motion by Mrs. Wyatt, seconded by Mr. Carras, and passed by a 5-0 *(Ayes: Armitage, Carras, Haley, Long, Wyatt No: None)* vote to approve the 2016-17 Single Plans for Student Achievement.

9.2 Action *Page 53* - **ESTABLISH ANNUAL ORGANIZATIONAL MEETING – Leaman** *(16-17 G & O Component I, II, III, IV, V)*

•Education Code Sections 35143 and 5017 require the scheduling of an annual organizational meeting in December for selecting board officers. Placer County Office of Education request we take board action on the scheduling of the annual organizational meeting, and submit to PCOE.

Mr. Leaman asked the board to approve the established annual organizational meeting. Motion by Mr. Long, seconded by Mrs. Wyatt and passed by a 5-0 *(Ayes: Armitage, Carras, Haley, Long, Wyatt No: None)* vote to approve the Annual Organizational Meeting to be schedule for December 6, 2016.

9.3 Discussion/ Action *Page 56* – **CSBA DELEGATE ASSEMBLY – Leaman** *(16-17 G & O Component I, II, III, IV, V)*

- The Board of Trustees will discuss submitting a nomination for the CSBA Delegate Assembly.

The board was asked if they wanted to submit a nomination. No nominations were submitted.

9.4 Action *Page 65* - **ADOPTION OF REVISED/NEW POLICIES/EXHIBITS/ REGULATIONS – Leaman** *(16-17 G & O Component I, II, III, IV, V)*

- The District Policy Committee and Management Team have reviewed the following new and revised policies/regulations/exhibits as per CSBA. They are now being presented for adoption by the Board of Trustees.

  - E 0420.41 Charter School Oversight
  - BP 2121 Superintendent's Contract
  - BP 4112.2 Certification
  - E 4112.9/4212.9/4312.9 Employee Notifications
  - BP 4113 Assignment
  - AR 4115 Evaluation/Supervision
  - AR/E 4222 Teacher Aides/Paraprofessionals
  - BB 9321 Closed Session Purposes and Agendas

Motion by Mr. Long, seconded by Mr. Carras, and passed by a 5-0 *(Ayes: Armitage, Carras, Haley, Long, Wyatt No: None)* vote to adopt the policies, exhibits and regulations as presented.

10. BOARD OF TRUSTEES

10.1 FUTURE AGENDA ITEMS

The following are a number of agenda items that the Board of Trustees has been monitoring. They are NOT action items for tonight's meeting, but are noted here for continuing purposes and to ensure that when there are changes or new information they will be called up as Action/Discussion/Information.

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update

10.2 BOARD MEMBER REPORTS/COMMENTS

Mrs. Wyatt attended the play "Angry Men". She thanked Kristian Noriega for all her work. The Potters had a media day, and introduced the general manager. They will also need interns from the local area. Papa Murphy's Pizza tomorrow.
Mr. Carras most of us were able to attend Board of Trustee meeting, met a Superintendent who was once a student of his.
Mr. Haley enjoyed the students tonight, they were so poised it was great. Sorry to miss the Trustee dinner last night.
Mr. Long excellent program tonight, thank you for the service pin.
Mr. Armitage thanked Paul Long for his years of service. His sons attended the "Angry Men" play. He also attended the Yuba City game with his sons, and it was a very good game.

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **December 6, 2016** 7:00 P.M., Regular Meeting of the Board of Trustees - District Office/City Hall Bldg., 3rd Floor Conference Room
- **December 20, 2016** 7:00 P.M., Regular Meeting of the Board of Trustees - District Office/City Hall Bldg., 3rd Floor Conference Room

12. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:51 p.m.

Damian Armitage, President

Paul Long, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

BOARD BYLAW 9320: Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1

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WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:
Warrants may be found at
www.wpusd.k12.ca.us

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
N/A

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the November 1, 2016 board meeting.

RECOMMENDATION:

Administration recommends the Board of Trustees take action to approve warrants as submitted.

wp/rk/factsheetwarrants

Checks Dated 11/18/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85525156	11/18/2016	CITY OF LINCOLN	01-5540	6,253.12	
			01-5550	11,003.74	
			01-5570	29,578.99	46,835.85
85525157	11/18/2016	SPURR	01-5530		4,814.09
85525158	11/18/2016	Mayela Cerda-Martinez	01-4390		53.72
85525159	11/18/2016	Amber N. Hichborn	01-5200		155.41
85525160	11/18/2016	Diane M. Metzelaar	01-4300		39.46
85525161	11/18/2016	Jennifer T. Sperber	01-5200		154.60
85525162	11/18/2016	CDW GOVERNMENT INC	01-4300		149.21
85525163	11/18/2016	EDUCATIONAL DATA SYSTEMS ATTENTION: ACCOUNTING DEPT.	01-4300		68.88
85525164	11/18/2016	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		210.00
85525165	11/18/2016	NANCY ALEXANDER-STORM	01-5800		520.41
85525166	11/18/2016	PCOE - PLACER CO OFFICE OF ED	01-5200		1,999.00
85525167	11/18/2016	PLACER COUNTY SELPA	01-5200		625.00
85525168	11/18/2016	SCHOOL TECH SUPPLY	01-4400		5,504.10
85525169	11/18/2016	SIERRA OFFICE SUPPLIES &	01-4300		34.38
85525170	11/18/2016	THE LATINO FAMILY	01-4300		2,297.50
85525171	11/18/2016	TIME FOR KIDS	01-4100	143.83	
			Unpaid Tax	10.03-	133.80
85525172	11/18/2016	TRANSCENDER	01-4100	4,730.00	
			Unpaid Tax	330.00-	4,400.00
85525173	11/18/2016	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4100	341.50	
			01-4300	1,238.24	
			01-5200	1,728.72	
			01-5600	175.00	
			01-5800	930.00	
			13-4300	140.17	
			13-4710	319.23	4,872.86
85525174	11/18/2016	Jennifer Bowden	01-4200		48.82
85525175	11/18/2016	Misty M. Lacey Alarcon	01-4300		113.94
85525176	11/18/2016	Gregg Law	01-4300		55.98
85525177	11/18/2016	David T. Luci	01-5200		39.42
85525178	11/18/2016	Michael G. Maul	01-4300		42.86
85525179	11/18/2016	Timothy D. Murphy	01-4300		24.00
85525180	11/18/2016	Jason R. Noonan	01-4300		11.80
85525181	11/18/2016	Allison V. Patterson	01-4300		242.26
85525182	11/18/2016	Reno P. Penders	01-4300		85.48
85525183	11/18/2016	Amanda J. Wyatt Retallack	01-4300		42.66
85525184	11/18/2016	ALL WEST COACHLINES INC	01-5800		1,936.80
85525185	11/18/2016	APPERSON INC.	01-4300		185.98
85525186	11/18/2016	ATHLETICS UNLIMITED	01-4300		3,810.99
85525187	11/18/2016	COAST TO COAST COMPUTER PRODUCTS	01-4300		597.63
85525188	11/18/2016	DAVID B. MURRAY/MOBILE TOOL	01-4300	4,016.63	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 11/18/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85525188	11/18/2016	DAVID B. MURRAY/MOBILE TOOL	01-4400	3,654.68	7,671.31
85525189	11/18/2016	DIRECT PRESS 2	01-4300		56.21
85525190	11/18/2016	ENJOY THE CITY NORTH INC	01-4300		390.00
85525191	11/18/2016	FOOTAGE FIRM INC	01-4300		99.00
85525192	11/18/2016	JUNIOR LIBRARY GUILD	01-4300		581.58
85525193	11/18/2016	MJB WELDING SUPPLY, INC.	01-4300		1,225.71
85525194	11/18/2016	NASCO MODESTO	01-4300		141.92
85525195	11/18/2016	OFFICE DEPOT	01-4300		68.76
85525196	11/18/2016	ORIENTAL TRADING COMPANY INC	01-4300	93.53	
			Unpaid Tax	5.62-	87.91
85525197	11/18/2016	PASCO SCIENTIFIC	01-4300		367.30
85525198	11/18/2016	RAY MORGAN CO. / CHICO	01-4300		175.27
85525199	11/18/2016	REALLY GOOD STUFF	01-4300	160.36	
			Unpaid Tax	9.90-	150.46
85525200	11/18/2016	RISO PRODUCTS OF SAC INC	01-4300	541.00	
			01-5800	1,422.33	1,963.33
85525201	11/18/2016	SCHOOL TECH SUPPLY	01-4300	52,039.43	
			01-4400	8,042.71	60,082.14
85525202	11/18/2016	SIERRA OFFICE SUPPLIES &	01-4300		42.09
85525203	11/18/2016	STAPLES BUSINESS ADVANTAGE	01-4300		7,929.84
85525204	11/18/2016	USI INC	01-4300		301.01
85525205	11/18/2016	WAVE BROADBAND	01-5800		15.38
85525206	11/18/2016	Lauren Edwards	01-5800		400.00
85525207	11/18/2016	Kellie M. Darbo	76-9554		443.62
85525208	11/18/2016	Dylan A. Newton	76-9554		102.74
85525209	11/18/2016	ADI HONEYWELL INTERNATIONAL	01-4300		252.74
85525210	11/18/2016	ADVANCED INTEGRATED PEST	01-5800		1,119.00
85525211	11/18/2016	AIRGAS	01-4300		26.94
85525212	11/18/2016	BLACKBURN CONSULTING	01-6140		8,610.15
85525213	11/18/2016	C & S TELECOMMUNICATIONS INC	01-4300		110.00
85525214	11/18/2016	CLEVERBRIDGE, INC.	01-5800		299.00
85525215	11/18/2016	COMMERCIAL APPLIANCE SERVICE	01-4300		656.32
85525216	11/18/2016	DECKER EQUIPMENT	01-4300	114.79	
			Unpaid Tax	7.03-	107.76
85525217	11/18/2016	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		1,141.66
85525218	11/18/2016	GRAINGER .	01-4300		653.84
85525219	11/18/2016	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		67.68
85525220	11/18/2016	INDOOR ENVIRONMENTAL SERVICES	01-5600		2,810.00
85525221	11/18/2016	JAMES INGRAM DBA JIM INGRAM SIGNS	01-4300		378.88
85525222	11/18/2016	LOWE'S	01-4300		1,432.32
85525223	11/18/2016	LOZANO SMITH, LLP	01-5810		347.13
85525224	11/18/2016	LPA INC.	01-6210	7,946.08	
			21-6210	16,880.11	24,826.19

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 11/18/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85525225	11/18/2016	PAUL LEE NUZMAN - DBA OMG DIVERSIFIED DOOR & LOCK	01-5600		2,633.54
85525226	11/18/2016	RAY MORGAN CO. / CHICO	01-5600		26.61
85525227	11/18/2016	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		1,002.60
85525228	11/18/2016	RIEBES AUTO PARTS	01-4365		996.68
85525229	11/18/2016	ROBERT SMITH / BIDWELL H2O DBA - BIDWELL WATER	01-4300		65.00
85525230	11/18/2016	RSD - REFRIGERATION SUPPLIES	01-4300		123.21
85525231	11/18/2016	SAC VAL JANITORIAL SALES	01-4300		779.49
85525232	11/18/2016	SCHOOL SERVICES OF CA INC	01-5300		2,940.00
85525233	11/18/2016	SIERRA OFFICE SUPPLIES &	01-4300		42.52
85525234	11/18/2016	STATE OF CALIFORNIA - DOJ	01-5821		96.00
85525235	11/18/2016	THE FRUITGUYS	01-4300		281.00
85525236	11/18/2016	UNIVERSAL SPECIALTIES, INC.	01-4300		165.82
85525237	11/18/2016	THE TOLL ROADS VIOLATION DEPT	01-4365		6.10
		Total Number of Checks	**82**		**214,400.65**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	80	196,877.36
13	Cafeteria Fund	1	459.40
21	Building Fund #1	1	16,880.11
76	Payroll Fund	2	546.36
	Total Number of Checks	**82**	214,763.23
	Less Unpaid Tax Liability		362.58-
	Net (Check Amount)		**214,400.65**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 11/16/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85524176	11/16/2016	Lori J. Fury	01-5200		92.88
85524177	11/16/2016	Bhawnpreet Kaur	01-5200		68.04
85524178	11/16/2016	Tracey N. Lillie	01-4300	204.40	
			11-5200	12.96	217.36
85524179	11/16/2016	Maria d. Mojica-Bierwirth	01-2420		49.14
85524180	11/16/2016	Katelynn A. Myers	01-5200		32.56
85524181	11/16/2016	Karyn L. Quan	01-5200		349.00
85524182	11/16/2016	Gina M. Robinson	01-4300		107.49
85524183	11/16/2016	CAMBIUM LEARNING INC	01-4100		937.66
85524184	11/16/2016	CPI - CRISIS PREVENTION INSTITUTE	01-5200		1,199.00
85524185	11/16/2016	ELISE HAUGH - DBA SPEECH & LANGUAGE THERAPY &	01-5800		1,400.00
85524186	11/16/2016	FAGEN FRIEDMAN & FULFROST LLP	01-5200		720.00
85524187	11/16/2016	FOLLETT SCHOOL SOLUTIONS, INC.	01-4100	1,044.60	
			01-4200	230.08	1,274.68
85524188	11/16/2016	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		437.00
85524189	11/16/2016	LINCOLN HIGH SCHOOL ASB	01-5800		1,173.00
85524190	11/16/2016	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		168.00
85524191	11/16/2016	McCOLGAN & ASSOCIATES INC	01-5800		469.26
85524192	11/16/2016	MEDICAB OF SACRAMENTO/SIERRA	01-5800		3,207.00
85524193	11/16/2016	PCOE - PLACER CO OFFICE OF ED	01-5200	320.00	
			01-7142	1,500.81	1,820.81
85524194	11/16/2016	PLACER COUNTY SELPA	01-5200		675.00
85524195	11/16/2016	REI RECREATIONAL EQUIPMENT INC	01-4300		1,254.49
85524196	11/16/2016	SAN JOAQUIN CO OFFICE OF EDUC	01-5800		997.04
85524197	11/16/2016	THE LATINO FAMILY	01-5200	645.00	
			Unpaid Tax	45.00-	600.00
85524198	11/16/2016	TIME FOR KIDS	01-4300	1,395.95	
			Unpaid Tax	97.55-	1,298.40
85524199	11/16/2016	TOTAL EDUCATION SOLUTIONS	01-5800		1,211.25
85524200	11/16/2016	YOGA CALM	01-5200		200.00
85524201	11/16/2016	AT&T	01-5560		4,409.31
85524202	11/16/2016	PACIFIC GAS & ELECTRIC CO	01-5510		1,319.22
85524203	11/16/2016	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5510		334.13
85524204	11/16/2016	AIR CONTROL SERVICES, INC.	13-5600		772.95
85524205	11/16/2016	BLAZIN REPAIR COMPANY, INC.	13-5600		315.00
85524206	11/16/2016	CROWN DISTRIBUTING INC.	13-4380		2,186.34
85524207	11/16/2016	CULTURE SHOCK YOGURT	13-4710		385.20
85524208	11/16/2016	DANIELSEN COMPANY	13-4380	342.12	
			13-4710	4,791.14	
			Unpaid Tax	4.00-	5,129.26
85524209	11/16/2016	GOLD STAR FOODS, INC	13-4710		9,450.48

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 11/16/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85524210	11/16/2016	PRODUCERS DAIRY FOODS, INC.	13-4710		3,813.79
85524211	11/16/2016	PROPACIFIC FRESH	13-4710		2,703.88
85524212	11/16/2016	SCHOOL SPECIALTY INC	01-4300		875.54
85524213	11/16/2016	SYSCO SACRAMENTO	13-4380	52.97	
			13-4710	164.10	217.07
85524214	11/16/2016	Joanne C. Burke	01-4300		18.50
85524215	11/16/2016	Wendy M. Hollis	01-4300		56.98
85524216	11/16/2016	William H. Justice	01-4300		91.79
85524217	11/16/2016	Karina A. Kappmeyer-Sofia	01-4300		41.91
85524218	11/16/2016	Katelynn A. Myers	01-4200		12.02
85524219	11/16/2016	Clinton J. Nelson	01-4300		270.53
85524220	11/16/2016	Philip W. Otte	01-4300		192.22
85524221	11/16/2016	Adam P. Salinger	01-4300		9.29
85524222	11/16/2016	Lori D. Young	01-4300		42.98
85524223	11/16/2016	ACCREDITING COMMISSION	01-5800		920.00
85524224	11/16/2016	AIRGAS	01-4300		77.95
85524225	11/16/2016	BALFOUR	01-4300		1,747.10
85524226	11/16/2016	BARNES & NOBLE BOOKSTORES	01-4300		66.05
85524227	11/16/2016	BLACK DOG GRAPHICS	01-4300		378.92
85524228	11/16/2016	BURKETT'S OFFICE	01-4300		3,708.86
85524229	11/16/2016	CAROLINA BIOLOGICAL SUPPLY	01-4300		30.21
85524230	11/16/2016	CDW GOVERNMENT INC	01-4300		4,351.36
85524231	11/16/2016	CLUBS CHOICE FUNDRAISING	01-4300		5,401.29
85524232	11/16/2016	CURRICULUM ASSOCIATES INC.	01-4300		140.87
85524233	11/16/2016	DISCOVERY OFFICE SYSTEMS	01-4300		357.79
85524234	11/16/2016	EMPIRE MINE STATE HISTORIC PK	01-5800		80.00
85524235	11/16/2016	FUN AND FUNCTION	01-4300	39.04	
			Unpaid Tax	2.10-	36.94
85524236	11/16/2016	HAWKINS OFFICIATING SERVICE	01-5800		140.00
85524237	11/16/2016	J.W. PEPPER & SON INC	01-4300		157.98
85524238	11/16/2016	KAYMBU INC	01-4300		300.00
85524239	11/16/2016	LAKESHORE LEARNING MATERIALS	01-4300		95.27
85524240	11/16/2016	MANSION ATHLETICS	01-4300	69.15	
			Unpaid Tax	3.78-	65.37
85524241	11/16/2016	MJB WELDING SUPPLY, INC.	01-4300		364.00
85524242	11/16/2016	NORTH STATE SCREENPRINT & ATHLETIC	01-4300		394.25
85524243	11/16/2016	OFFICE DEPOT	01-4300		145.37
85524244	11/16/2016	ORIENTAL TRADING COMPANY INC	01-4300	61.24	
			Unpaid Tax	4.28-	56.96
85524245	11/16/2016	PCOE - PLACER CO OFFICE OF ED	01-5200		105.00
85524246	11/16/2016	PERFORM BETTER	01-4300		598.89
85524247	11/16/2016	PRECISION WEST TECHNOLOGIES	01-4400		2,165.02
85524248	11/16/2016	RAY MORGAN CO. / CHICO	01-4300	87.63-	
			01-5600	173.29	85.66
85524249	11/16/2016	REALLY GOOD STUFF	01-4300	183.73	
			Unpaid Tax	12.82-	170.91

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 11/16/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85524250	11/16/2016	REI RECREATIONAL EQUIPMENT INC	01-4300		338.63
85524251	11/16/2016	RIEBES AUTO PARTS	01-4300		192.78
85524252	11/16/2016	RISO PRODUCTS OF SAC INC	01-4300		755.13
85524253	11/16/2016	S & S WORLDWIDE	01-4300		30.09
85524254	11/16/2016	SCHOOL SPECIALTY INC	01-4300		225.74
85524255	11/16/2016	SIERRA HAY & FEED	01-4300		56.90
85524256	11/16/2016	TEACHERS PAY TEACHERS DEPT. 6759	01-4300	51.37	
			Unpaid Tax	3.38-	47.99
85524257	11/16/2016	Abigail C. Castillo	01-5200		196.02
85524258	11/16/2016	Kerry W. Beltram	01-5200		45.31
85524259	11/16/2016	ALAN S BROOKS	01-6290	8,100.00	
			21-6290	225.00	8,325.00
85524260	11/16/2016	ASBURY ENVIRONMENTAL SERVICES	01-5800		55.00
85524261	11/16/2016	BARE BONES WORKWEAR	01-4300		8,243.57
85524262	11/16/2016	BOYLE FUTURE TECHNOLOGY	01-4345		564.38
85524263	11/16/2016	BRCO CONSTRUCTION, INC.	25-6270		2.16
85524264	11/16/2016	CAPITAL LIVE SCAN	01-5800		45.00
85524265	11/16/2016	CAPITOL CLUTCH AND BRAKE INC	01-4365		622.16
85524266	11/16/2016	CAPITOL PUBLIC FINANCE GROUP	01-5800	2,145.00	
			21-5800	682.50	
			25-5800	3,510.00	6,337.50
85524267	11/16/2016	CHRISTOPHER FREEMAN - DBA POWER PROTECTION PLUS	01-5600		652.00
85524268	11/16/2016	CLIMATE CONTROL INC	01-5600	2,753.20	
			35-6200	1,342.50	4,095.70
85524269	11/16/2016	DAWSON OIL COMPANY	01-4345		4,816.04
85524270	11/16/2016	DISCOVERY OFFICE SYSTEMS	01-4300		79.77
85524271	11/16/2016	DSA - DIVISION OF THE STATE ARCHITECT	21-6220		8,246.94
85524272	11/16/2016	EXCELCHEM ENVIRONMENTAL LAB	01-5800		218.00
85524273	11/16/2016	GRAINGER	01-4300		32.20
85524274	11/16/2016	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		1,018.61
85524275	11/16/2016	HILLYARD / SACRAMENTO	01-4300	3,218.53	
			01-5600	105.00	3,323.53
85524276	11/16/2016	HOLT OF CALIFORNIA	01-4365	1,953.63	
			01-5600	6.92	1,960.55
85524277	11/16/2016	INTEGRATED FIRE SYSTEMS INC	01-5600		1,271.00
85524278	11/16/2016	L & H AIRCO	01-5600		55.00
85524279	11/16/2016	LANDMARK CONSTRUCTION	01-6200	260,044.79	
			25-6200	28,893.86	288,938.65
85524280	11/16/2016	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-9500		715.00
85524281	11/16/2016	NOR-CAL ROOFING INC	01-5600		3,040.00
85524282	11/16/2016	OFFICE DEPOT	01-4300		639.45

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ESCAPE ONLINE

Checks Dated 11/16/2016					
Check Number	**Check Date**	**Pay to the Order of**	**FD-OBJT**	**Expensed Amount**	**Check Amount**
85524283	11/16/2016	PPG PAINTS	01-4300		584.30
85524284	11/16/2016	QUINT & THIMMIG LLP	01-5800		5,855.00
85524285	11/16/2016	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300		93.06
85524286	11/16/2016	RYLAND SCHOOL BUSINESS CONSULTING	01-5800		2,465.00
85524287	11/16/2016	SAC VAL JANITORIAL SALES	01-4300		95.97
85524288	11/16/2016	SIERRA OFFICE SUPPLIES &	01-4300		241.19
85524289	11/16/2016	SWRCB/STATE WATER RESOURCES	21-5800		718.00
85524290	11/16/2016	THE FRUITGUYS	01-4300		170.00
85524291	11/16/2016	US BANK CORP TRUST SERVICE	49-5800		800.00
		Total Number of Checks	**116**		**430,957.79**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	103	361,718.81
11	Adult Education Fund	1	12.96
13	Cafeteria Fund	9	24,977.97
21	Building Fund #1	4	9,872.44
25	Capital Facilities Fund	3	32,406.02
35	Schools Facilities (Prop 1A)	1	1,342.50
49	Mello Roos Capital Projects	1	800.00
	Total Number of Checks	116	431,130.70
	Less Unpaid Tax Liability		172.91-
	Net (Check Amount)		**430,957.79**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 11/04/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85522657	11/04/2016	Kathleen F. Dano	01-5200		232.74
85522658	11/04/2016	Amanda Y. Gee	01-5200		158.22
85522659	11/04/2016	Jennifer L. Horton	01-5200		160.36
85522660	11/04/2016	BALLARD & TIGHE PUBLISHERS	01-4300		139.15
85522661	11/04/2016	BANK OF AMERICA #4333	01-4200	60.50	
			01-5800	272.00	332.50
85522662	11/04/2016	CDW GOVERNMENT INC	01-4300	26.94	
			01-4400	5,590.64	5,617.58
85522663	11/04/2016	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200		216.26
85522664	11/04/2016	HANDWRITING WITHOUT TEARS	01-4100		1,931.22
85522665	11/04/2016	LAKESHORE LEARNING MATERIALS	01-4300		26.82
85522666	11/04/2016	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		168.00
85522667	11/04/2016	PESI HEALTHCARE	01-4300	118.46	
			01-5200	400.82	519.28
85522668	11/04/2016	PLACER COUNTY SELPA	01-5200		100.00
85522669	11/04/2016	REI RECREATIONAL EQUIPMENT INC	01-4300		5,199.25
85522670	11/04/2016	SAFEWAY INC	01-4300		260.49
85522671	11/04/2016	SAN JOAQUIN CO OFFICE OF EDUC	01-5200		1,500.00
85522672	11/04/2016	SCHOLASTIC MAGAZINE	01-4300	3,861.37	
			Unpaid Tax	254.81-	3,606.56
85522673	11/04/2016	SCHOOL SPECIALTY INC	01-4300		52.38
85522674	11/04/2016	WINSOR LEARNING, INC.	01-4300	233.83	
			Unpaid Tax	14.93-	218.90
85522675	11/04/2016	Annie Z. Brothers	01-4300		169.30
85522676	11/04/2016	Jennifer A. Clark	01-4300		340.47
85522677	11/04/2016	Connie Contreras	13-5200		41.04
85522678	11/04/2016	Reynaldo A. Cubias	01-4300		31.62
85522679	11/04/2016	Audrey E. Gale	01-4300		56.06
85522680	11/04/2016	William H. Justice	01-4300		354.15
85522681	11/04/2016	Karina A. Kappmeyer-Sofia	01-4300		49.00
85522682	11/04/2016	Gregg Law	01-4300		29.95
85522683	11/04/2016	AMERIGAS PROPANE LP	01-4300		132.40
85522684	11/04/2016	ATHLETICS UNLIMITED	01-4300		2,383.75
85522685	11/04/2016	BOOST PROMOTIONS	01-4300	390.14	
			Unpaid Tax	26.74-	363.40
85522686	11/04/2016	CANYON CREEK SOFTWARE	01-5800		288.00
85522687	11/04/2016	CHEVRON	01-4300	55.99	
			01-4345	100.60	156.59
85522688	11/04/2016	DELTA EDUCATION INC	01-4300		8.06
85522689	11/04/2016	DEMCO MEDIA	01-4300		126.78
85522690	11/04/2016	DINN BROS., INC.	01-4300	404.58	
			Unpaid Tax	24.39-	380.19
85522691	11/04/2016	DIRECT PRESS 2	01-4300		389.24
85522692	11/04/2016	DISCOVERY OFFICE SYSTEMS	01-4300		1,262.12

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Checks Dated 11/04/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85522693	11/04/2016	DISNEY EDUCATIONAL PRODUCTIONS	01-4300		564.88
85522694	11/04/2016	ENTERPRISE RENT A CAR	01-5800		272.44
85522695	11/04/2016	FOLLETT LIBRARY RESOURCES	01-4300		606.61
85522696	11/04/2016	FOLLETT SCHOOL SOLUTIONS, INC.	01-4100		193.50
85522697	11/04/2016	FRY'S ELECTRONICS	01-4300	3,072.52	
			01-4400	698.89	3,771.41
85522698	11/04/2016	GOPHER SPORT	01-4300		125.71
85522699	11/04/2016	GYM CLOSET	01-4300	1,144.79	
			Unpaid Tax	69.60-	1,075.19
85522700	11/04/2016	J.W. PEPPER & SON INC	01-4300		53.76
85522701	11/04/2016	JUNIOR LIBRARY GUILD	01-4200		335.40
85522702	11/04/2016	MASE CENTER	01-5200		200.00
85522703	11/04/2016	MIKALAI KALMAN	01-5800		2,941.60
85522704	11/04/2016	OFFICE DEPOT	01-4300		281.13
85522705	11/04/2016	ORIENTAL TRADING COMPANY INC	01-4300	97.62	
			Unpaid Tax	5.84-	91.78
85522706	11/04/2016	POSITIVE PROMOTIONS	01-4300	79.53	
			Unpaid Tax	4.58-	74.95
85522707	11/04/2016	SEW CAL MONOGRAMMING	01-4300		1,216.90
85522708	11/04/2016	STAPLES BUSINESS ADVANTAGE	01-4300	7,303.12	
			01-4390	143.56	7,446.68
85522709	11/04/2016	SUNBURST DIGITAL INC	01-5800		799.95
85522710	11/04/2016	TAHOE JOE'S, INC.	01-4300		1,312.02
85522711	11/04/2016	Kevin Sigrist	01-4300		300.45
85522712	11/04/2016	JIVE COMMUNICATIONS, INC.	01-5560		606.26
85522713	11/04/2016	WAVE BROADBAND - ROCKLIN	01-5560		13,099.55
85522714	11/04/2016	ADVANCE SOUND & ELECTRIC INC	01-4400	3,185.73	
			01-5600	651.50	3,837.23
85522715	11/04/2016	ALESSANDRO ELECTRIC, INC.	01-5800		590.75
85522716	11/04/2016	ANGELINA BROWN - DBA ANGEION CONSULTING	01-5800		2,500.00
85522717	11/04/2016	BUS WEST - FRESNO	01-4365		1,274.36
85522718	11/04/2016	CAPITOL PUBLIC FINANCE GROUP	21-5800	1,072.50	
			25-5800	975.00	2,047.50
85522719	11/04/2016	CDW GOVERNMENT INC	01-4300	1,336.34	
			01-4400	1,135.43	2,471.77
85522720	11/04/2016	CITRUS HEIGHTS SAW & MOWER	01-4365		151.18
85522721	11/04/2016	CLIMATE CONTROL INC	35-6200		302.50
85522722	11/04/2016	DECKER EQUIPMENT	01-4300	136.65	
			Unpaid Tax	8.37-	128.28
85522723	11/04/2016	DIESEL EMISSIONS SERVICE	01-4365	3,622.88	
			01-5600	330.00	3,952.88
85522724	11/04/2016	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		503.27
85522725	11/04/2016	GRAINGER .	01-4300		33.71

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Checks Dated 11/04/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85522726	11/04/2016	GUIDING FITNESS	01-4300		750.00
85522727	11/04/2016	HANKIN SPECIALTY ELEVATORS INC	01-5800		1,350.00
85522728	11/04/2016	HOME DEPOT	01-4300		943.70
85522729	11/04/2016	INDOOR ENVIRONMENTAL SERVICES	35-6200		1,963.75
85522730	11/04/2016	INTEGRATED FIRE SYSTEMS INC	01-4300	126.18	
			01-5600	841.00	967.18
85522731	11/04/2016	K-12 SPECIALTIES INC	01-4300		1,065.50
85522732	11/04/2016	KINGSLEY BOGARD THOMPSON LLP	01-5810		3,425.00
85522733	11/04/2016	L & H AIRCO	35-6200		565.00
85522734	11/04/2016	LOZANO SMITH, LLP	01-5810	1,269.55	
			21-5810	2,556.15	
			25-5800	2,279.00	
			25-5810	1,013.00	7,117.70
85522735	11/04/2016	MARY WILKIE - DBA WHEST KOAST PLUMBING	01-5600		3,138.00
85522736	11/04/2016	NAVIA BENEFIT SOLUTIONS	01-5800		143.00
85522737	11/04/2016	NOR-CAL ROOFING INC	01-5600		3,787.50
85522738	11/04/2016	NORMAC	01-4300		204.55
85522739	11/04/2016	PLACER COUNTY SCHOOL BOARDS	01-4300		440.00
85522740	11/04/2016	PPG PAINTS	01-4300		181.39
85522741	11/04/2016	PRECISION WEST TECHNOLOGIES	01-4400		7,849.81
85522742	11/04/2016	QUALITY SOUND SYSTEMS	01-5600		275.00
85522743	11/04/2016	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-4300	2,778.51	
			01-5600	918.86	3,697.37
85522744	11/04/2016	ROBERT SMITH / BIDWELL H2O DBA - BIDWELL WATER	01-4300		40.00
85522745	11/04/2016	SAC VAL JANITORIAL SALES	01-4300		989.00
85522746	11/04/2016	SACRAMENTO AUTOGLASS	01-5600		146.60
85522747	11/04/2016	SACRAMENTO VALLEY GOLF CARTS	01-5600		1,707.68
85522748	11/04/2016	SIERRA OFFICE SUPPLIES &	01-4300		459.07
85522749	11/04/2016	STATE OF CALIF DEPT OF REHAB	11-8290		23,360.00
85522750	11/04/2016	TAG / AMS INC	01-5800		269.00
85522751	11/04/2016	THE FRUITGUYS	01-4300		41.00
85522752	11/04/2016	BLAZIN REPAIR COMPANY, INC.	13-5600		640.59
85522753	11/04/2016	CROWN DISTRIBUTING INC.	13-4380		166.57
85522754	11/04/2016	DANIEL CHRISTOPHER BAMFORD DBA - BRAMFORD PEST CONTROL	13-5800		350.00
85522755	11/04/2016	GOLD STAR FOODS, INC	13-4710		6,403.32
85522756	11/04/2016	PRODUCERS DAIRY FOODS, INC.	13-4710		4,124.94
85522757	11/04/2016	SYSCO SACRAMENTO	13-4710		571.84
		Total Number of Checks	**101**		**157,299.49**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 11/04/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	89	111,323.55
11	Adult Education Fund	1	23,360.00
13	Cafeteria Fund	7	12,298.30
21	Building Fund #1	2	3,628.65
25	Capital Facilities Fund	2	4,267.00
35	Schools Facilities (Prop 1A)	3	2,831.25
	Total Number of Checks	101	157,708.75
	Less Unpaid Tax Liability		409.26-
	Net (Check Amount)		**157,299.49**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 10/28/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85521342	10/28/2016	Kerry A. Callahan	01-5200		195.96
85521343	10/28/2016	Amanda Y. Gee	01-5200		91.26
85521344	10/28/2016	Jennifer L. Horton	01-5200		142.18
85521345	10/28/2016	Heather A. Pierce	01-5200		234.26
85521346	10/28/2016	BUREAU OF EDUCATION & RESEARCH	01-5200		245.00
85521347	10/28/2016	CDW GOVERNMENT INC	01-4300		444.06
85521348	10/28/2016	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-5800	1,121.23	
			Unpaid Tax	78.23-	1,043.00
85521349	10/28/2016	FAGEN FRIEDMAN & FULFROST LLP	01-5200		1,020.00
85521350	10/28/2016	FOLLETT SCHOOL SOLUTIONS, INC.	01-4100	16,223.86	
			01-4200	292.93	
			Unpaid Tax	20.44-	16,496.35
85521351	10/28/2016	FUN AND FUNCTION	01-4300	515.89	
			Unpaid Tax	35.99-	479.90
85521352	10/28/2016	JABBERGYM INC.	01-5800		588.75
85521353	10/28/2016	KELLI RICHARDSON	01-5800		5,500.00
85521354	10/28/2016	LACOE - LOS ANGELES CO OFFICE OF EDUCATION	01-4300		86.00
85521355	10/28/2016	LAKESHORE LEARNING MATERIALS	01-4300		868.01
85521356	10/28/2016	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		856.38
85521357	10/28/2016	MEDICAL BILLING TECHNOLOGIES	01-5800		388.10
85521358	10/28/2016	NANCY ALEXANDER-STORM	01-5800		2,555.88
85521359	10/28/2016	OFFICE DEPOT	01-4300		279.81
85521360	10/28/2016	PCOE - PLACER CO OFFICE OF ED	01-9500		698,681.00
85521361	10/28/2016	PEARSON - PSYCHOLOGICAL CORP.	01-4300		614.25
85521362	10/28/2016	PEARSON EDUCATION	01-4100		2,384.89
85521363	10/28/2016	PLACER COUNTY SELPA	01-5200		200.00
85521364	10/28/2016	PRO-ED	01-4300	82.20	
			Unpaid Tax	5.25-	76.95
85521365	10/28/2016	SACRAMENTO CO OFFICE OF ED.	01-5200		2,060.00
85521366	10/28/2016	SCHOOL TECH SUPPLY	01-4300	42,445.69	
			01-4400	6,826.18	49,271.87
85521367	10/28/2016	SOCIAL THINKING PUBLISHING	01-4300		167.97
85521368	10/28/2016	SOLUTION TREE	01-5800		15,600.00
85521369	10/28/2016	TECH RESTORE INC	01-5600		160.61
85521370	10/28/2016	THE COLLEGE BOARD	01-4100	217.58	
			01-4300	7,702.51	7,920.09
85521371	10/28/2016	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-5200		1,680.00
85521372	10/28/2016	WENDY WEICHEL MURAWSKI - DBA 2 TEACH LLC	01-5800		9,000.00
85521373	10/28/2016	PACIFIC GAS & ELECTRIC CO	01-5510		138,208.34
85521374	10/28/2016	VERIZON WIRELESS	01-5560		2,665.68

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 10/28/2016					
Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85521375	10/28/2016	Stevie N. Crisosto	01-4300		40.24
85521376	10/28/2016	Cindy J. Hood	01-5200		31.10
85521377	10/28/2016	William H. Justice	01-4300		85.35
85521378	10/28/2016	Justine L. McElvain	01-4300		21.50
85521379	10/28/2016	Clinton J. Nelson	01-4300		75.15
85521380	10/28/2016	Justin L. Patterson	01-5200		39.56
85521381	10/28/2016	Pamela S. Soha	01-4300		33.97
85521382	10/28/2016	ADVENTURE TO FITNESS, LLC	01-4300		99.00
85521383	10/28/2016	ATHLETICS UNLIMITED	01-4300		156.00
85521384	10/28/2016	B&H PHOTO VIDEO	01-4400		96.00
85521385	10/28/2016	CALTRONICS BUSINESS SYSTEMS	01-4300		100.75
85521386	10/28/2016	CAPSTONE	01-4300		248.36
85521387	10/28/2016	CDW GOVERNMENT INC	01-4300	1,017.90	
			01-4400	607.03	1,624.93
85521388	10/28/2016	CITY OF ROSEVILLE MAIDU INTERPRETIVE CENTER	01-5800		657.00
85521389	10/28/2016	CSU EAST BAY CASHIER'S OFFICE SA1200	01-5200		2,300.00
85521390	10/28/2016	CURRICULUM ASSOCIATES INC.	01-4300		12,685.44
85521391	10/28/2016	DELTA EDUCATION INC	01-4300		775.14
85521392	10/28/2016	DEMCO MEDIA	01-4300		70.88
85521393	10/28/2016	DISCOUNT MAGAZINE SUB SERVICE	01-4200	179.65	
			01-4300	60.97	240.62
85521394	10/28/2016	DISCOUNT SCHOOL SUPPLY	01-4300		122.40
85521395	10/28/2016	DISCOVERY OFFICE SYSTEMS	01-4300	754.87	
			01-5600	557.12	1,311.99
85521396	10/28/2016	EdTECH TEAM INC.	01-4300		146.93
85521397	10/28/2016	ETA / HAND2MIND	01-4300		136.46
85521398	10/28/2016	EVOLLVE,INC. DBA: OZOBOT	01-4300		376.25
85521399	10/28/2016	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200	157.76	
			01-4300	178.76	336.52
85521400	10/28/2016	FRY'S ELECTRONICS	01-4300		3,001.23
85521401	10/28/2016	GOPHER SPORT	01-4300		348.78
85521402	10/28/2016	GREENFIELD LEARNING INC	01-5800		1,767.00
85521403	10/28/2016	MISSION UNIFORM SERVICE INC	01-4300		37.63
85521404	10/28/2016	MJB WELDING SUPPLY, INC.	01-4300		281.89
85521405	10/28/2016	MOBYMAX, LLC	01-4300		699.00
85521406	10/28/2016	NASCO MODESTO	01-4300		776.31
85521407	10/28/2016	OFFICE DEPOT	01-4300		401.55
85521408	10/28/2016	PCOE - PLACER CO OFFICE OF ED	01-4300		87.50
85521409	10/28/2016	PEC - PYRAMID EDUCATIONAL CONSULTANTS, INC.	01-4300		101.35
85521410	10/28/2016	PRECISION WEST TECHNOLOGIES	01-4400		9,398.82
85521411	10/28/2016	PRO-ED	01-4300	423.42	
			Unpaid Tax	27.03-	396.39

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Checks Dated 10/28/2016

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85521412	10/28/2016	REALLY GOOD STUFF	01-4300	55.04	
			Unpaid Tax	5.32-	49.72
85521413	10/28/2016	RISO PRODUCTS OF SAC INC	01-5800		151.03
85521414	10/28/2016	SAFEWAY INC	01-4300		188.93
85521415	10/28/2016	SCHOLASTIC BOOK FAIRS - 13	01-4300		5,091.05
85521416	10/28/2016	SCHOLASTIC MAGAZINE	01-4300		120.98
85521417	10/28/2016	SCHOOL OUTFITTERS.COM	01-4300		704.77
85521418	10/28/2016	SCHOOL SPECIALTY INC	01-4300		530.20
85521419	10/28/2016	SCHOOL TECH SUPPLY	01-4300	24,107.63	
			01-4400	5,239.56	29,347.19
85521420	10/28/2016	SIERRA OFFICE SUPPLIES &	01-4300		71.14
85521421	10/28/2016	SPALDING EDUCATION INTL	01-4300	168.57	
			Unpaid Tax	11.19-	157.38
85521422	10/28/2016	SPELLING CITY	01-4300		178.00
85521423	10/28/2016	SUPER DUPER SCHOOL COMPANY	01-4300	150.18	
			Unpaid Tax	10.48-	139.70
85521424	10/28/2016	TEACHERS PAY TEACHERS DEPT. 6759	01-4300	142.89	
			Unpaid Tax	9.57-	133.32
85521425	10/28/2016	TOLEDO P.E. SUPPLY	01-4300	85.22	
			Unpaid Tax	5.18-	80.04
85521426	10/28/2016	ZYTECH SOLUTIONS INC	01-4300	59.12	
			01-5800	85.00	144.12
85521427	10/28/2016	Rosabel Ortiz	01-5200		65.23
85521428	10/28/2016	Craig P. Trevillyan	01-4300		144.45
85521429	10/28/2016	Geraldine C. Hicks	01-9550		315.03
85521430	10/28/2016	Karen A. Roberts	01-5800		18.99
85521431	10/28/2016	ADD SOME CLASS	25-4400		2,630.84
85521432	10/28/2016	ADVANCED INTEGRATED PEST	01-5800		1,643.00
85521433	10/28/2016	AIRGAS	01-4300		26.07
85521434	10/28/2016	ALAN S BROOKS	01-6290		7,912.50
85521435	10/28/2016	AMERICAN TIME & SIGNAL CO.	01-4300		205.06
85521436	10/28/2016	ASBURY ENVIRONMENTAL SERVICES	01-5800		120.00
85521437	10/28/2016	BACK TO LIFE AUTOMOTIVE	01-5800		472.50
85521438	10/28/2016	BRCO CONSTRUCTION, INC.	21-6270	111,395.35	
			25-6270	15,338.60	126,733.95
85521439	10/28/2016	C & S TELECOMMUNICATIONS INC	01-5600		220.00
85521440	10/28/2016	CATTA VERDERA COUNTRY CLUB	01-5800		250.00
85521441	10/28/2016	CDW GOVERNMENT INC	01-4300	1,312.13	
			01-5200	3,120.00	4,432.13
85521442	10/28/2016	CITRUS HEIGHTS SAW & MOWER	01-4365		299.22
85521443	10/28/2016	CLIMATE CONTROL INC	01-5600	2,104.11	
			35-6200	4,400.00	6,504.11
85521444	10/28/2016	CRAM-A-LOT JV MANUFACTURING, INC.	01-4300		119.29
85521445	10/28/2016	DAWSON OIL COMPANY	01-4345	5,998.20	

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Checks Dated 10/28/2016

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85521445	10/28/2016	DAWSON OIL COMPANY	01-4350	10,190.04	16,188.24
85521446	10/28/2016	DECKER EQUIPMENT	01-4300	295.44	
			Unpaid Tax	8.63-	286.81
85521447	10/28/2016	DISCOVERY OFFICE SYSTEMS	01-5600		194.51
85521448	10/28/2016	EXCELCHEM ENVIRONMENTAL LAB	01-5800		195.00
85521449	10/28/2016	FAR WEST RENTS & READY MIX	01-5600		68.59
85521450	10/28/2016	FERGUSON ENTERPRISES #686	01-4300		205.04
85521451	10/28/2016	FORSTER HEATING	01-4300		119.32
85521452	10/28/2016	GCR TIRES & SERVICE	01-4360		996.77
85521453	10/28/2016	GRAINGER .	01-4300		1,563.87
85521454	10/28/2016	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		477.98
85521455	10/28/2016	HOLT OF CALIFORNIA	01-5600		879.85
85521456	10/28/2016	INDOOR ENVIRONMENTAL SERVICES	01-5600	1,675.02	
			01-5800	5,270.25	6,945.27
85521457	10/28/2016	INTEGRATED FIRE SYSTEMS INC	01-5600		245.00
85521458	10/28/2016	KIM W. AIMES DBA SACRAMENTO SIGN SOURCE	01-4300		1,342.10
85521459	10/28/2016	LOWE'S	01-4300		4,559.68
85521460	10/28/2016	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		977.50
85521461	10/28/2016	LOZANO SMITH, LLP	01-5810		544.07
85521462	10/28/2016	OFFICE DEPOT	01-4300		260.79
85521463	10/28/2016	PAUL LEE NUZMAN - DBA OMG DIVERSIFIED DOOR & LOCK	01-4300	1,692.32	
			01-5600	852.75	2,545.07
85521464	10/28/2016	PLATT ELECTRIC SUPPLY, INC.	01-4300		28.42
85521465	10/28/2016	PPG PAINTS	01-4300		382.47
85521466	10/28/2016	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		713.57
85521467	10/28/2016	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		3,770.00
85521468	10/28/2016	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300	689.15	
			01-5600	97.50	786.65
85521469	10/28/2016	SAC VAL JANITORIAL SALES	01-4300		751.82
85521470	10/28/2016	SCHOOL TECH SUPPLY	01-4300		559.00
85521471	10/28/2016	SIERRA OFFICE SUPPLIES &	01-4300		105.20
85521472	10/28/2016	SIG EMPLOYEE BENEFITS TRUST	76-9554		696,825.40
85521473	10/28/2016	SITEONE LANDSCAPE SUPPLY	01-4300		784.49
85521474	10/28/2016	STATE OF CALIFORNIA - DOJ	01-5821		128.00
85521475	10/28/2016	STINEMAN'S FARM SUPPLY	01-4300		33.28
85521476	10/28/2016	SUTTER MEDICAL FOUNDATION	01-5800		110.00
85521477	10/28/2016	THE FRUITGUYS	01-4300		454.00
85521478	10/28/2016	TOOLS4EVER	01-5800		2,935.96
85521479	10/28/2016	UNIVERSAL SPECIALTIES, INC.	01-4300		2,071.01
85521480	10/28/2016	WESTERN BLUE AN NWN COMPANY	01-5800		3,593.60

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 10/28/2016					
Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85521481	10/28/2016	WESTERN PLACER WASTE	01-5540		177.11
85521482	10/28/2016	CROWN DISTRIBUTING INC.	13-4380		1,051.74
85521483	10/28/2016	CULTURE SHOCK YOGURT	13-4710		321.00
85521484	10/28/2016	DANIELSEN COMPANY	13-4380	129.11	
			13-4710	1,980.03	
			Unpaid Tax	6.00-	2,103.14
85521485	10/28/2016	HEARTLAND PMNT SYS	13-4300		1,671.50
85521486	10/28/2016	I FLY SACRAMENTO	01-5800		2,131.95
85521487	10/28/2016	PRODUCERS DAIRY FOODS, INC.	13-4710		2,710.54
85521488	10/28/2016	PROPACIFIC FRESH	13-4380	100.16	
			13-4710	4,174.00	4,274.16
85521489	10/28/2016	RAY MORGAN CO. / CHICO	01-4300	319.65	
			01-5600	319.65	639.30
85521490	10/28/2016	SAFEWAY INC	01-4300		290.34
85521491	10/28/2016	SYSCO SACRAMENTO	13-4380	87.01	
			13-4710	4,528.80	4,615.81
85521492	10/28/2016	LAURA BERBER	13-8634		80.85
85521493	10/28/2016	MARIA MANGANDID	13-8634		67.80
		Total Number of Checks	**152**		**1,961,279.05**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	140	1,114,009.63
13	Cafeteria Fund	9	16,902.54
21	Building Fund #1	1	111,395.35
25	Capital Facilities Fund	2	17,969.44
35	Schools Facilities (Prop 1A)	1	4,400.00
76	Payroll Fund	1	696,825.40
	Total Number of Checks	**152**	1,961,502.36
	Less Unpaid Tax Liability		223.31-
	Net (Check Amount)		**1,961,279.05**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Student Discipline
Stipulated Expulsion Students:
Student #16/17-B
Student #16/17-C

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Chuck Whitecotton
District Hearing Officer

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will take action under consent to approve the Stipulated Expulsion of Student #16/17-B and Student #16/17-C.

RECOMMENDATION:

The Administration recommends the Board of Trustees approve the Stipulated Expulsion of Student #16/17-B and Student #16/17-C.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:

Ratification of Contract with All West Coachlines - Transportation Services to Santa Cruz & San Jose California for Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Site Supplemental Funds

MEETING DATE:

December 6, 2016

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for transportation services with All West Coachlines for students and teachers of Lincoln High School for a field trip to Santa Cruz and San Jose, CA on November 29, 2016. The purpose of this field trip is to visit San Jose State University and U.C. Santa Cruz for college tours. The cost of the services is $1,936.80 and will be funded with Site Supplemental Funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between All West Coachlines and Western Placer Unified School District.

CONFIRMATION

Charter ID	66556
Movement ID	74315
Move Date	11/28/2016
ClientID	LIHI002
Phone	(916) 548-0909
Contact	
Customer	LINCOLN HIGH SCHOOL 790 J STREET LINCOLN, CA 95648
Group Name	

All West Coachlines
7701 Wilbur Way
Sacramento, CA 95828
Phone: (916) 423-4000 • (800) 843-2121
Fax: (916) 689-5926

REVISED
DATE: 11/4/16
BY: TT

Salesperson: Tammy Tiner

Pickup Time	11/28/16 5:45 am
First Pickup	790 J STREET, LINCOLN, CA
Arrival	11/28/16 9:00 am

Destination	SANTA CRUZ, CA
Leave Time	11/29/16 5:00 pm
Back Time	11/29/16 10:00 pm

First Pickup Instructions
LINCOLN HIGH SCHOOL - DEPART @ 6:00 AM

SPAB
BOOKED BY MISTY ALARCON

Destination Instructions
1) SAN JOSE STATE UNIVERSITY - 1 WASHINGTON SQ, SAN JOSE - DIRECTIONS & MAP ATTACHED
2) U.C. SANTA CRUZ - 1156 HIGH ST, SANTA CRUZ - PARKING INSTRUCTIONS & MAP ATTACHED

DINNER STOP ON THE WAY HOME

VEHICLES

Seats	Vehicle Description	Vehicle ID	
47	47 Coach		$1,936.80
	Vehicle Total including PUC Tax if applicable		**$1,936.80**
		Movement Total	**$1,936.80**

Payment Terms: Payment is due 14 days in advance of charter
Deposit Requirements: Please provide copy of purchase order

Please sign and return one copy of this agreement to confirm your order. Agreement includes terms on the reverse side. Should you need to change or cancel this reservation please call the charter department at All West Coachlines, (800) 843-2121.

Signature: _____ **Title:** Asst Supt of Business Svs and Operations **Date:** 11/10/16

GENERAL TERMS AND CONDITIIONS

1. *GENERAL.* This document contains all of the terms and conditions under which CUSA AWC LLC, dba all West Coachlines (the "Company","Us","We") agrees to furnish service to you ("Customer" or "You"). When you sign this document it is a legally binding contract, and it can only be changed by a later written agreement between us. Carefully read this entire document before signing.

2. *ITINERARY.* A written itinerary must be received no later than fourteen (14) days before departure. Our driver will be given a copy of your entire itinerary, and he will be instructed to follow it strictly. He has no authority to agree to make any changes in the trip schedule without the prior approval of an authorized Company supervisor. Therefore, if, after your trip begins, you want to make any change in the agreed itinerary, you must notify your driver at once and he will contact the Company. If we agree to the change you request, you must then pay the full amount of any increase in the contract price immediately upon completion of the trip. Any additional charges will be based on the Company's current published rates.

3. *COMPLIANCE WITH LAWS.* All itineraries must allow the driver and the Company to comply with all Federal, State and local regulations or ordinances. Drivers are limited to: a) 15 consecutive hours on duty in any one day (including ½ hour driver preparation; and b) of this 15 hours, a maximum of 10 hours may be actual driving hours. If your itinerary requires the use of more than one driver, either the price of the charter will be adjusted or the itinerary must be changed to allow for only one driver. Upon reaching your destination, if the drivers' total on-duty hours have been used, the driver must have a minimum of 9 hours off-duty. The Customer is responsible for the driver(s) overnight room accommodations unless you and the Company have agreed in advance that the Company will provide the driver's room and bill you for the charges.

4. *RESPONSIBILITY FOR BAGGAGE.* The Company assumes no risk for handling baggage and other passenger's property and is not liable for any loss of such items stored anywhere in the bus. Passengers may only bring baggage and other property in an amount that can conveniently be carried in the chartered bus. Each passenger is responsible for removing all of their personal property and baggage from the interior of the bus at the end of each travel day and when the trip ends.

5. *STANDING WHILE BUS IN MOTION.* Buses may start or stop suddenly. Passengers are requested not to change seats or utilize the restroom when the bus is in motion unless exercising extreme caution. The Company will not be responsible for injuries to passengers who stand or walk while the bus is in motion. Charter groups must provide adequate supervision and discipline.

6. *SERVICE SUBJECT TO TARIFF.* Customer agrees that the performance of the service described in this order is subject to tariff regulations.

7. *RIGHT TO SUBSTITUTE EQUIPMENT.* The Company has the right, at it's sole discretion to substitute equipment from our fleet or from other companies in order to fulfill this charter agreement.

8. *CHARGES.* The "TOTAL CHARTER PRICE" shown is the Company's estimate based upon our current tariff and our best estimate of the specific services you have requested before adding any fuel surcharge. Charters exceeding the miles or hours booked will be billed for additional charges. Additional hours are billed in 1 hour increments. Charges do not include driver gratuity.

9. *FUEL SURCHARGE.* All trips are subject to a fuel surcharge. Fuel surcharges are subject to change.

10. *DEPOSIT.* When a deposit is required, there is a 50% deposit per bus due 10 days after you receive your confirmation in the mail. If the deposit is not received when it is due, we may cancel the charter.

11. *PAYMENT.* Payment is due 14 days before departure unless satisfactory credit arrangements have been made and approved. Payment must be made in cash or by check payable to All West Coachlines. We accept VISA, MasterCard, American Express or Discover Card. A handling fee will be charged when paying with a credit card.

12. *FINANCE CHARGES.* If you have made credit arrangements with us to pay after departure and you fail to pay on time, we will charge you a finance charge on all past-due amounts of 1.5% for each 30 day period that the bill is past-due.

13. *CLEANING AND REPAIRS.* The Customer is liable for extraordinary cleaning and for all repairs to our vehicle (beyond normal wear) caused by members of your party. You agree to pay for all repairs and excess cleaning charged within the company's terms of payment.

14. *EXTRA FEES.* Parking, tolls, airport fees and entry fees for parks and/or attractions are the responsibility of the Customer.

15. *ALCOHOLIC BEVERAGES.* If alcoholic beverages are brought on board our vehicle, a $300.00 deposit is required. Alcohol deposits will be refunded after completion of the trip if the coach is left in good condition. Please allow 10 working days for refund to be processed. The Company reserves the right to refuse or terminate transportation to any person that displays aggressive behavior or appears to be under the influence of alcohol, or other intoxicating substances. Glass containers and kegs are not allowed on our buses.

16. *SMOKING ON THE BUS.* No smoking is permitted on our buses.

17. *CANCELLATIONS.* Charters booked, but not prepaid or confirmed by either party, may be cancelled by either You or the Company without notice. Trips cancelled less than 72 hours but more than 24 hours before spot time are subject to a $250.00 per bus cancellation fee. Trips cancelled less than 24 hours before spot time are subject to a cancellation fee of 50% of the charter price. Cancellation at spot is subject to no refund.

18. *TIME OF ARRIVAL AND DEPARTURE.* The Company does not guarantee to arrive at or depart from any point at a specific time, but will endeavor to meet the schedule submitted by its agent or employee.

19. *FORCE MAJEURE.* The Company is not responsible for any delays, changes of schedule or cancellations resulting, directly or indirectly, from any act of God, public enemies, authority of law, quarantine, perils of navigations, riots, strikes, the hazard or dangers incident to a state of war, accidents, breakdowns, road conditions, weather conditions, and other conditions beyond the Company's control.

20. *ACCOMODATIONS FOR THE DISABLED.* Any group which requires an ADA accessible bus is requested to inform us at the time of the reservation, and must notify us in writing no later than 48 hours prior to the charter's departure.

21. *OXYGEN BROUGHT ON BOARD.* Groups with members using personal oxygen canisters must give the Company 48 hours advance notice. Each group member may have two (2) canisters inside the bus. Additional canisters must be transported under the bus and properly secured in the forward baggage compartment. Canisters stored under the bus must be properly packaged by the group member in protective cases with safety caps on the valves. Canisters may not exceed 4.5 inches in diameter and 26 inches in length.

22. *CASINO/INDIAN GAMING* ***All Passengers must be at least 21 years of age. NO CHILDREN ALLOWED.***

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Ratification of Addendum
between National University
and the Western Placer Unified School District

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Gabe Simon, Ed.D. GS
Assistant Superintendent of Personnel Services

ENCLOSURES:
Agreement

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

The Western Placer Unified School District and National University approve of this addendum to our intern agreement. This agreement addresses placing certificated interns in District positions as they work to complete their site placement and earn their credentials.

RECOMMENDATION:

Administration recommends the Board of Trustees ratify the Addendum between National University University and the Western Placer Unified School District

ADDENDUM TO EXISTING UNIVERSITY INTERNSHIP AGREEMENT
Teacher Education & Special Education Programs

This Addendum shall amend "Article 8, Clauses a, b & h" in the "INTERNSHIP CREDENTIAL PROGRAM AGREEMENT" with the below ""Article 8. Program Support Extended" between National University and Western Placer.

Whereas state regulations effective January 1, 2014 mandate specific support and supervision minimums, the "Program Support" section of the existing University Internship Credential Program Agreement must be amended. Intern teachers should receive, at a minimum, 15 hours of support/mentoring and supervision per month at a rate of between two and four hours per week. A California public school year consists of approximately 36 instructional weeks or nine months; therefore, the minimum yearly number of support/mentoring and supervision hours have been set at 144 hours by the Commission (36 weeks times four hours per week).

"Article 8. Program Support Extended"

8.a. Site Support Provider (District) will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by visiting the classroom to conduct real time observations with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. A minimum of two hours of support / mentoring and supervision must be provided to an intern every five instructional days.

University Support Providers will provide guidance and mentorship frequently for all students including, but not limited to English Language Learners via virtual communication, in-classroom coaching and mentoring as deemed appropriate.

8.b Site Support Providers will hold a valid Clear or Life Credential, three years of successful teaching experience and hold a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or a valid bilingual authorization issued pursuant to section 80015.1. Interns without an English Language Authorization must receive a minimum of 45 hours of focused English Language instruction support each school year.

University Support Providers will have current knowledge in their subject-matter area; ability to model best practices in teaching, scholarship and service; working knowledge about diversity (abilities, culture, language, ethnic, gender); and understanding of academic standards, frameworks and accountability for public schools.

8.h. Employer will provide supervision and ongoing support for a minimum of 100 hours per school year. Interns without an English Language Authorization must receive focused English Language instruction support. (b)(5)(B) Requires the employer to identify and individual with EL authorization who will be immediately available to assist an intern teacher who does not yet hold EL authorization.

University Support Providers will provide supervision and ongoing support for a minimum of 44 hours per school year.

University Support Providers will monitor the completion of employer-provided support via an Intern Support Verification Form to verify the clockwork hours provided by Site Support Providers and/or employer support personnel. Forms must be turned in as part of the intern's clinical practice course assignments.

8.i. National University begins intern support four times a year (September, November, February, April). Schools who hire/place interns outside these start dates are required to provide 100% of the state mandated support (4 hours per week of general support, and 1.25 hours of EL specific support if the intern does not hold EL authorization) until the next available start date (September, November, February, April) at which point the University Support provider will provide University support services as noted in article (8.h.).

By signing, National University and Western Placer agree to the addition of "Article 8, Clauses a, b & h" to the "INTERNSHIP CREDENTIAL PROGRAM AGREEMENT" between National University and Western Placer.

District: Western Placer Unified	National University
Signature:	Signature:
Printed Name: Gabe Simon	Printed Name:
Title: Asst. Supt. of Personnel	Title:
Date: 11/22/16	Date:

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
California's New Accountability System

AGENDA ITEM AREA:
Information

REQUESTED BY:
Kathleen Leehane
Director of Supplemental Programs
& Accountability

ENCLOSURES:
No – Presentation at Meeting

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
NA

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:
California is rolling out a new accountability reporting system for districts and schools. The rollout is anticipated in late January with district performance only being reported. School-by-school performance is expected in January 2018. This new accountability system is a result of the reauthorization of the No Child Left Behind Act to the Every Student Succeeding Act.

A presentation explaining the new accountability reporting system will be shared during the board meeting.

RECOMMENDATION:
Administration recommends the Board receive the information provided to better understand how our district and schools will be held accountable for student achievement and progress.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
District Voting Representative

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

Placer County Office of Education requires a voting representative form each district to vote on the Placer County Committee. The Board of Trustees is required to select one voting representative from the current Board of Trustees.

ADMINISTRATION RECOMMENDATION:

The administration recommends the Board of Trustees select a voting representative.

wp/rk/factform

PCOE
GOLD IN EDUCATION

Placer County Office of Education
360 Nevada Street, Auburn, CA 95603
(530) 889-8020 • Fax (530) 886-5841 • www.placercoe.k12.ca.us

Gayle Garbolino-Mojica, County Superintendent of Schools

Memorandum

Date: October 31, 2016

To: District Superintendents & Sierra College President

From: Gayle Garbolino-Mojica, County Superintendent of Schools

RE: County Committee District Voting Representative Selection for 2017

Please remember to have your board select, at its upcoming December Organizational Meeting, the Voting Representative who will vote to elect members to the Placer County Committee on School District Organization for 2017. The election will be held in November 2017.

Following the selection of your district's Voting Representative, please complete and return this form no later than January 9, 2017 to Jessica Garlock at jgarlock@placercoe.k12.ca.us or via fax at 1-888-292-4936.

Please contact my office if you have any questions. Thank you.

GGM/jg

cc: District Secretaries

Please use the following section to designate the name of the voting representative from your district who has been selected to elect individuals to the Placer County Committee on School District Organization at the 2017 Meeting of District Voting Representatives.

District Name: Western Placer Unified School District

Submitted By: _____ Date: _____

Designated Board Member Voting Representative Information:

Name: _____

Address: _____

E-mail Address: _____

Telephone: _____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Adoption of Revised/New Policies/Regulations/Exhibits

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 6, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:
These new and/or revised policies/regulations/exhibits are now being presented for approval by the Board of Trustees.

- BP/AR 0450 Comprehensive Safety Plan
- AR 3516.3 Earthquake Emergency Procedure System
- BP/AR 3553 Free and Reduced Price Meals
- BP 3555 Nutrition Program Compliance

RECOMMENDATION:
Administration recommends the Board of Trustees approve the new and revised Policies, Regulations and Exhibits as submitted.

wp/rk/factform

POLICY GUIDESHEET
July 2016
Page 1 of 1

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

BP/AR 0450 - Comprehensive Safety Plan
(BP/AR revised)

Policy updated to clarify the district's responsibility to annually review comprehensive school safety plans. Regulation updated to delete the requirement to include hate crime reporting procedures in the safety plan, as they are no longer required by law. List of optional plan components expanded to include (1) policy related to firearms possession on campus; (2) measures to minimize gang influence; (3) guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses; (4) strategies for suicide prevention; (5) procedures to handle disruptions; and (6) concepts related to environmental safety.

AR 3516.3 - Earthquake Emergency Procedure System
(AR revised)

Minor revision made in regulation to change name of the California Emergency Management Agency to the California Governor's Office of Emergency Services.

BP/AR 3553 - Free and Reduced Price Meals
(BP/AR revised)

Minor revisions made in policy and regulation to delete references to sharing free and reduced-price meal records for the purpose of determining the eligibility of students in Title I program improvement schools for school choice and supplemental educational services, as those requirements were eliminated in the Every Student Succeeds Act (P.L. 114-95), and instead authorize the use of those records to determine eligibility for alternative supports offered in accordance with the CDE's transition plan.

BP 3555 - Nutrition Program Compliance
(BP revised)

Policy updated to clarify that, although state and federal law prohibit discrimination in child nutrition programs for all protected categories, the CDE and U.S. Department of Agriculture (USDA) only investigate complaints of discrimination based on race, color, national origin, sex, age, and disability. Policy also reorganizes and expands the responsibilities of the district's civil rights coordinator to reflect CDE's guidebook as updated in November 2015, and updates the addresses where complaints may be submitted. Nondiscrimination statement that is required to be printed on program documents, pamphlets, brochures, and other materials updated to reflect the USDA's 2015 statement.

Board Approved: December 6, 2016

COMPREHENSIVE SAFETY PLAN

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 – Firearms on School Grounds)
(cf. 5131 - Conduct)
(cf. 5131.2 – Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The school site council at each district school shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations (Education Code 32281**, 32286**).

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources and building design, as well as other factors unique to the site.

~~Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)~~

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year **and forwarded to the Board for approval.** (Education Code 32286**, 32288**)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 0500 – Accountability)
(cf. 9320 – Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Legal Reference: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of sex discrimination
32260-32262 Interagency School Safety Demonstration Act of 1985
32270 School safety cadre
32280-32289 School safety plans
32290 Safety devices
35147 School site councils and advisory committees
35183 School dress code; uniforms
35291 Rules
35291.5 School-adopted discipline rules
35294.10-35294.15 School Safety and Violence Prevention Act
41510-41514 School Safety Consolidated Competitive Grant Program
48900-48927 Suspension and expulsion
48950 Speech and other communication
49079 Notification to teacher; student act constituting grounds for suspension or expulsion
67381 Violent crime
PENAL CODE
422.55 Definition of hate crime
626.8 Disruptions
11164-11174.3 Child Abuse and Neglect Reporting Act
CALIFORNIA CONSTITUTION
Article 1, Section 28(c) Right to Safe Schools
CODE OF REGULATIONS, TITLE 5
11987-11987.7 School Community Violence Prevention Program requirements
11992-11993 Definition, persistently dangerous schools
UNITED STATES CODE, TITLE 20
~~*7101-7165 Safe and Drug-Free Schools and Communities*~~
11987-11987.7 School Community Violence Prevention Program requirements
7912 Transfers from persistently dangerous schools
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Management Resources: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Safe Schools: Strategies for Governing Boards to Ensure Student Success, ~~Third Edition,~~ October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

*Providing a Safe, Nondiscriminatory School Environment for ~~All~~ **Transgender and Gender-Nonconforming** Students, Policy Brief, ~~April 2010~~ **February 2014***

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Practical Information on Crisis Planning: A Guide for Schools and Communities, ~~May 2003~~ **January 2007***

~~Early Warning, Timely Response: A Guide to Safe Schools, August 1998~~

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, ~~2002~~ **2004***

WEB SITES

CSBA: http://www.csba.org

California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss

~~California Emergency Management Agency http://www.calema.ca.gov~~

California Governor's Office of Emergency Services: http://www.caloes.ca.gov

California Healthy Kids Survey: http://chks.wested.org

Centers for Disease Control and Prevention: http://www.cdc.gov/ViolencePrevention

Federal Bureau of Investigation: http://www.fbi.gov

~~National Alliance for Safe Schools: http://www.safeschools.org~~

National Center for Crisis Management: http://www.schoolcrisisresponse.com

National School Safety Center: http://www.nssc1.org

U.S. Department of Education: http://www.ed.gov

U.S. Secret Service, National Threat Assessment Center: http://www.secretservice.gov/ntac_ssi.shtml

COMPREHENSIVE SAFETY PLAN

Development and Review of School Site Safety Plan

In writing and developing the comprehensive school safety plan, the school site council shall consult with local law enforcement as well as other school site councils and safety committees, when practical. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

~~In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency service providers.~~

The school site council may delegate the responsibility for ~~writing and~~ developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

1. The principal or designee

2. One teacher who is a representative of the recognized certificated employee organization

3. One parent/guardian whose child attends the school

4. One classified employee who is a representative of the recognized classified employee organization

5. Other members, if desired

(cf. 1220 – Citizen Advisory Committees)
(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)

Before adopting ~~it's~~ **the** comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor

2. A representative of the local school employee organization

3. A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

COMPREHENSIVE SAFETY PLAN (continued)

4. A representative of each teacher organization at the school site

(cf. 4140/4240 - Bargaining Units)

5. A representative of the student body government

6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. A representative of the local churches

2. Local civic leaders

3. Local business organizations

(cf. 1700 - Relations between Private Industry and the Schools)

Content of the Safety Plan

The comprehensive safety plan shall include an assessment of the current status of ~~school~~ **any** crime committed on campus~~(es)~~ and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, ~~data on reports of school~~ **reports of** crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 – Accountability)
(cf. 0510 – School Accountability Report Card)

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety including all of the following (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

   a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 6159 - Individualized Education Program)

b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)

c. A procedure to allow a public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)
(cf. 3516.1 - Fire Drills and Fires)
(cf. 3516.2 - Bomb Threats)
(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(c) for students who commit an act listed in Education Code 48915(ca) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 – Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 – Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

~~10. Hate crime reporting procedures~~

~~*(cf. 5145.9 - Hate-Motivated Behavior)*~~

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying and hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 – Chronic Absence and Truancy)
(cf. 5131 – Conduct)
~~*(cf. 5136 – Gangs)*~~

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, and community service learning, and education related to the prevention of dating violence

(cf. 6142.3 – Civic Education)
(cf. 6142.4 – Service Learning Community Service Classes)

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 6142.8 – Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

(cf. 1020 - Youth Services)

7. **District policy related to possession of firearms and ammunition on school grounds** ~~Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school~~

(cf. 3515.7 Firearms on School Grounds)
~~*(cf. 3514.1 – Hazardous Substances)*~~
~~*(cf. 3514.2 – Integrated Pest Management)*~~

8. **Measures to prevent or minimize the influence of gangs on campus** ~~Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime~~

(cf. 5136 – Gangs)

9. **Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime** Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, securing the campus

COMPREHENSIVE SAFETY PLAN (continued)

~~perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus~~

(cf. 5116.1 Interdistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for ~~the~~ closing ~~of~~ campuses to outsiders, **installing surveillance systems,** securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department
(cf. 3530 - Risk Management/Insurance)
(cf. 5112.5 - Open/Closed Campus)
(cf. 5131.5 - Vandalism, Theft and Graffiti)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement

b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support

c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 3515.2 - Disruptions)

~~14~~0. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

~~*(cf. 3515.2 - Disruptions)*~~
(cf. 3515.5 - Sex Offender Notification)
(cf. 5131.4 - Student Disturbances)

b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offenders(s)

c. Assignment of staff members responsible for each identified task and procedure

d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

e. Coordination of communication to schools, Board of Trustees members, parents/guardians, and the media

(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)

f. Development of a method for the reporting of violent incidents

g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

~~15~~1. Staff training in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 3510 - Green School Operations)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM

Earthquake Preparedness

An earthquake emergency procedure system shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom. and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff

2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

   Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools

3. Protective measures to be taken before, during, and following an earthquake

4. A program to ensure that students and ~~certificated and classified~~ staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)

staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.

2. In laboratories, burners should be extinguished if possible before taking cover.

3. As soon as possible, staff shall move the students away from windows, shelves, and heavy objects and furniture that may fall.

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)

4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.

5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.

2. Staff shall have students perform the drop procedure.

3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

(cf. 3543 - Transportation Safety and Emergencies)

Subsequent Emergency Procedures

After the earthquake **episode** has subsided, the following actions shall be taken:

1. Staff shall extinguish if safe.

2. Staff shall provide assistance first aid to any injured students, take roll, and report missing students to the principal or designee.

3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.

EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)

4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.

5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.

6. The principal shall request assistance as needed from the county or city civil defense office or fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

(cf. 1112 - Media Relations)

Legal Reference:
EDUCATION CODE
32280-32289 School safety plans
GOVERNMENT CODE
3100 Public employees as disaster service workers
8607 Standardized Emergency Management System
CODE OF REGULATIONS, TITLE 19
Management Resources:
CALIFORNIA EMERGENCY MANAGEMENT AGENCY PUBLICATIONS
The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty
Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003
School Emergency Response: Using SEMS at Districts and Sites, June 1998
FEMA PUBLICATIONS
Guidebook for Developing a School Earthquake Safety Program, 1990
WEB SITES
American Red Cross: http://www.redcross.org
*California **Governor's** Office of Emergency Services: http://www.caloes.ca.gov*
California Seismic Safety Commission: http://www.seismic.ca.gov
Federal Emergency Management Agency (FEMA): http://www.fema.gov/hazards/earthquakes
National Incident Management System: http://www.fema.gov/emergency/nims

Regulation
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revised: December 6, 2016

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

FREE AND REDUCED PRICE MEALS

The Board of Trustees recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)
(cf. 5030 - Student Wellness)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6177 - Summer Learning Programs)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 – Food Service/Child Nutrition Program)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free or reduced-price meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

(cf. 5125 – Student Records)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced price meal program for the purposes of: (Education Code 49558)

FREE AND REDUCED PRICE MEALS (continued)

1. Disaggregation of academic achievement data

(cf. 6162.51 – State Academic Achievement Tests)

2. In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of student eligible for school choice and supplemental educational services.

(cf. 0520.2 -Title I Program Improvement Schools)
(cf. 6171 - Title I Programs)

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

~~*(cf. 5141.6 – Student Health and Social Services)*~~

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program, if the student has been approved for free meals or, if included in the agreement with the local agency, for free or reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information

After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

FREE AND REDUCED PRICE MEALS (continued)

Legal Reference:

EDUCATION CODE
48980 Notice at beginning of term
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act of 1974
49547-49548.3 Comprehensive nutrition service
49550-49560 Meals for needy students
CODE OF REGULATIONS, TITLE 5
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 20
1232g Federal Educational Rights and Privacy Act
6301-6514 Title I programs
UNITED STATES CODE, TITLE 42
1751-1769 School lunch programs
1771-1791 Child nutrition, especially:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 7
201.1-210.31 National School Lunch Program
220.10-220.21 National School Breakfast Program
245.1-245.13 Determination of eligibility for free and reduced price meals
WELFARE AND INSRTITUTIONS CODE
14005.41 Basic health care

Management Resources:

CSBA PUBLICATIONS
Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, ***2012*** ~~*2007*~~
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April ~~*2006*~~ ***2012***
CALIFORNIA DEPARTMENT OF EDUCAITON MANAGEMENT BULLETINS
NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015
USD-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, Sept 2010
CALIFORNIA DEPARTMENT OF EDUCAITON PUBLICATIONS
Feed More Kids, Improve Program Participation
Direct Certification Implementation Checklist, May 2008
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015
Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Nutrition Division: http://www.cde.ca.gov/ls/nu
California Healthy Kids Resource Center: http://www.californiahealthykids.org
California Project LEAN: http://www.californiaprojectlean.org
http://www.californiaprojectlean.org
U.S. Department of Agriculture, Food and Nutrition Service: http://www.fns.usda.gov/cnd

FREE AND REDUCED PRICE MEALS

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. In addition, the application packet may include the notifications and information listed in Education Code 49557.2.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year, and shall be available to students at all times during the school day. **(Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)**

(cf. 5145.6 - Parental Notifications)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

~~In addition, the district applications for free or reduced price meals shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code 49557; 7 CFR 24~~

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

FREE AND REDUCED PRICE MEALS (continued)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits

2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below

3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change

2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal

3. The right to reapply at any time during the school year

FREE AND REDUCED PRICE MEALS (continued)

Confidentiality/Release of Records

The Board of Trustees designates the following district employee**(s)** to use individual records pertaining to student participation in the free or reduced price meal program for the purpose of disaggregation of academic achievement data or for the identification of students **who are** ~~in any program improvement school~~ eligible for **alternative supports in a Title I program improvement** school: ~~choice and supplemental educational services pursuant to 20 USC 6316:~~

Assistant Superintendent of Business Services

In using the records for such purposes, the **Superintendent or designee** ~~following conditions~~ shall ~~be satisfied~~ **ensure that**: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program shall be maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meals program shall not be publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.

4. Information collected regarding individual students certified to participate in the free and reduced-price meals program shall be destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.

2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.

FREE AND REDUCED PRICE MEALS (continued)

3. The students shall not be required to work for their meals or for milk.

4. The students shall not be required to use a separate dining area, go through a separate entrance, or consume their meals or milk at a different time.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3555 – Nutrition Program Compliance)
~~*(cf. 5145.3 – Nondiserimination/Harassment)*~~

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

NUTRITION PROGRAM COMPLIANCE

The Board of Trustees recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her ~~because of his/her race, color, national origin, gender, sex, sexual orientation, disability, or~~ **on** any ~~other~~ basis prohibited by law. ~~in its implementation of such a program.~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5030 - Student Wellness)

Coordinator

The Board designates the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures as **the district's civil rights** coordinator **to ensure compliance** ~~of the district's efforts to comply~~ with the laws governing its nutrition programs and to investigate any related complaints. ~~Any complaint concerning the district's nutrition programs shall be investigated using the process identified in the section entitled "Procedures" in the district's AR 1312.3 - Uniform Complaint Procedures.~~

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. **Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties**

(cf. 6164.6 - Identification and Education Under Section 504)

2. **Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff**

   The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. **Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs**

NUTRITION PROGRAM COMPLIANCE (continued)

(cf. 6159 - Individualized Education Program)

4. **Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants**

5. **Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below**

6. **Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency**

7. **Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities**

8. **Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet**

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

9. **Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint**

10. **Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants**

(cf. 5022 - Students and Family Privacy Rights)
(cf. 5125 - Student Records)
~~*(cf. 1312.3 - Uniform Complaint Procedures)*~~

~~The coordinator shall provide training on the laws, regulations, procedures, and directives related to the district's nutrition programs to district employees involved in administering them. The coordinator also shall develop procedures and systems that do not restrict the participation of individuals in the district's nutrition programs, based on their race, ethnicity, or disability, and that prevent district employees from incorrectly denying the applications for participation submitted by such individuals.~~

NUTRITION PROGRAM COMPLIANCE (continued)

~~The coordinator shall develop and maintain a system for collecting racial and ethnic data of participants in the district's nutrition programs and shall, at least annually, report to the Board on whether the district's nutrition programs are effectively reaching eligible individuals and whether and where additional outreach may be needed.~~

~~*(cf. 5022 - Students and Family Privacy Rights)*~~
~~*(cf. 5125 - Student Records)*~~

~~When a significant number of participants or potential participants in the district's nutrition programs are only non-English speakers, the coordinator shall make an appropriate language translation available.~~

~~*(cf. 5020 - Parent Rights and Responsibilities)*~~
~~*(cf. 6020 - Parent Involvement)*~~
~~*(cf. 6174 - English Language Learners)*~~

~~The coordinator also shall ensure that the district's nutrition programs accommodate the special dietary needs of any individual with a disability who has on file a medical statement that restricts his/her diet because of his/her disability.~~

~~*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*~~
~~*(cf. 6159 - Individualized Education Program)*~~
~~*(cf. 6164.6 - Identification and Education Under Section 504)*~~

Notifications

The ~~coordinator shall ensure that the~~ U.S. Department of Agriculture's **(USDA)** "And Justice for All" **civil rights poster or a substitute poster by the USDA's Food and Nutrition Service shall be** ~~or other approved Nutrition Programs Civil Rights posters are~~ displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be file anonymously or by a third party.

(cf. 5145.6 - Parental Notifications)

~~Annually, the coordinator shall notify all students, parents/guardians, and employees of program requirements and the procedures for filing a complaint, through the district's usual means of notification.~~

NUTRITION PROGRAM COMPLIANCE (continued)

~~*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*~~
~~*(cf. 5145.6 - Parental Notifications)*~~

In addition, **all forms of communication available to the public regarding program availability shall contain,** ~~the coordinator shall ensure that every informational release, publication, or poster concerning the district's nutrition programs and/or activities includes,~~ in a prominent location, the following statement:

~~"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. In addition, California law prohibits discrimination on any basis identified in Government Code 12940.~~

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

~~To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."~~

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

NUTRITION PROGRAM COMPLIANCE (continued)

(1) **mail: U.S. Department of Agriculture**
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) **fax: (202) 690-7442; or**

(3) **email: program.intake@usda.gov.**

This institution is an equal opportunity provider."

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

~~However, if the document is no more than one page and there is no room to print the full nondiscrimination statement, the district may instead use the statement "This institution is an equal opportunity provider" in the same print size as the rest of the text.~~

~~When a complaint is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:~~

Complaints

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When a complaint alleging discrimination of the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room **4503** ~~1500~~, Sacramento, CA 95814-2342 or call **(916) 323-8531** ~~916-445-0850~~ or 800-952-5609

NUTRITION PROGRAM COMPLIANCE (continued)

2. **U.S. Department of Agriculture,** Office of **the Assistant Secretary for** Civil Rights, **1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake.usda.gov.** ~~USDA, Western Region, 90 Seventh Street, Suite 10-100, San Francisco, CA 94103 or call 415-705-1336 or fax 415-705-1364 or email Joe.Torres@fns.usda.gov~~

~~3. USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TYY)~~

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
48985 Notices to parents in language other than English
49060-49079 Student records
49490-49590 Child nutrition programs
PENAL CODE
422.55 Definition of hate crime
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.23 National School Lunch Program, district responsibilities
215.7 Special Milk Program, requirements for participation
215.14 Special Milk Program, nondiscrimination
220.7 School Breakfast Program, requirements for participation
225.3 Summer Food Service Program, administration
225.7 Summer Food Service Program, program monitoring

NUTRITION PROGRAM COMPLIANCE (continued)

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION, ~~NUTRITION SERVICES DIVISION~~ PUBLICATIONS
*Civil Rights and Complaint Procedures for Child Nutrition Programs, ~~March 2010~~ **November 2015***
U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE PUBLICATIONS
Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
~~Protecting Students from Harassment and Hate Crime, January 1999~~
~~Notice of Non-Discrimination, January 1999~~
WEB SITES
California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu
U.S. Department of Agriculture, Food and Nutrition Services: http://www.fns.usda.gov
U.S. Department of Agriculture, Office for Civil Rights: http://www.ascr.usda.gov
U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/ocr